Sports
Science
Associates

User's Manual for the

SPORT PSYCHOLOGY CONSULTATION SYSTEM

SPCS_1

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2010

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SECTION 1
INTRODUCTION

The computer programs contained in the ***Sport Psychology Consultation System*** (***SPCS***) underwent a complete rewrite in late 2003 and early 2004. The original computer programs were developed over 25 years, initially being written in FORTRAN language and then BASIC language. A variety of operating systems existed during the development of those programs.

With the advent of various Windows operating systems, support for "*older*" operating systems has declined. This necessitated the rewriting of the pre-2004 MSDOS-based ***SPCS*** computer programs using Microsoft's Visual Basic language. That has been accomplished resulting in the latest version of the ***SPCS*** being fully Windows compliant.

Rewriting resulted in some changes to the ***SPCS***.

- All data input is now through one program.
- Results displayed on a computer monitor have been reformatted.
- Printed results have been modified and in some cases completely altered.
- The *transparency* of the system has been improved with all forms of the basic four programs, *DISPLAY*, *GROUPDISPLAY*, *PRINT*, and *GROUPPRINT* being standardized across all programs.
- The structure of all data files is standardized as string data. That makes files accessible and modifiable by many word processing and data-base programs.

The sport-specific tests contained in the ***SPCS*** are reviewed and modified where necessary every 5-8 years. Revision involves the following:

- Evaluating grammatical structures and spelling in all questions.
- Assessing the formatting of all tests, answer sheets, and support materials.
- A reassessment of the readability and reliability of all tests.
- An evaluation of the accuracy of the diagnostics and results of all tests.

The ***SPCS*** is continually evolving and remains the most modern system for evaluating psychological factors in athletes. Its accuracy and utility is unrivaled in sport psychology.

THE INTENDED USE OF THE SYSTEM

The ***Sport Psychology Consultation System*** has a number of intended and potential uses. The major feature of the ***SPCS*** is that it provides the psychologist or sport consultant with a viable means of supplying immediate feedback to athlete testing. When testing of a client or clients is completed, it is possible for athletes to receive well-formatted and easily understood test results immediately or in a very timely manner. Because of the way the information is presented, this service establishes the psychologist as being credible in his/her understanding of sport.

The ***SPCS*** has a number of uses.

1. ***Individual consultations***. When an athlete seeks assistance, it is now possible to provide sport-specific testing materials and to generate test results immediately. A client can be tested, appraised, and counseled at the same session. Test results can be produced as printed reports or displayed on a computer monitor.

   The non-computerized ***SPCS*** tests allow a practitioner to test and monitor progress on a number of features on a daily basis. The concepts analyzed are psychological status before competitions, perceptions of pressure, and reactions to the stresses of training and outside-of-sport factors. A further non-computerized test allows immediate assessment of characteristics that are similar to those of a model derived from a large number of world-record holders and champions.

2. ***Team consultations***. It is possible to test groups of athletes, such as teams, and produce team descriptions that indicate common and differentiating features within the group. Usually when teams are tested, individual analyses and group analyses are produced together. Test results can be produced as printed reports, displayed on a computer monitor, and in special circumstances as *.pdf* files.

3. ***Data storage***. The data of testing can be archived. This makes the data available for recall at any time for reference or research purposes.

4. ***Research data bases***. Archived files can be manipulated using system utilities to create or modify file contents. Since data files are written in string format, word-processing programs (e.g., *Notepad*) can easily access and manipulate them.

5. ***Research***. The system allows direct analyses of intact groups for research purposes. The extent of any research will be dependent upon the initiative of the researcher. The potential for longitudinal studies is great as files can be updated to include successive analyses to produce histories of testing.

The ***SPCS*** is appropriate for use by psychologists who provide services for athletes, teams, and coaches; for counseling services; for athletic department advisors and counselors; and for sport psychology teachers and researchers. This system may well serve as the focal point for establishing applied sport psychology laboratories in universities and colleges.

WHAT IS REQUIRED TO RUN THE SYSTEM

The basic computer system components should be as listed below.

1. Any computer with a Windows operating system can accommodate the ***SPCS***. All programs and files are of Windows standard allowing output to any functioning printer and monitor.

2. The best monitor setting is for a 1024 x 768 resolution. Higher, but not lower resolutions are acceptable. The user should experiment with resolution settings to determine the most pleasing effect.

3. The ***SPCS*** is supplied on a compact disk. The capability of reading a compact disk is required.

4. The default printer output is for a laser or ink-jet printer using standard 8.5 x 11 inch paper sheets. A4 size paper can also be accommodated by adjusting the printer settings contained in the ***SPCS*** programs. Having the capability to print .pdf files is a distinct advantage.

The programs and files can be copied in their entirety to a subdirectory on a hard disk.

WHAT IS SUPPLIED WITH THE SYSTEM

The ***SPCS*** comprises folders on a compact disk. System manuals, and master copies of all tests, answer sheets, and test instructions are provided as *Adobe Acrobat* files. *Acrobat* files can be printed directly to produce hardcopy of any item. ***SPCS*** manuals contain instructions for using and understanding all elements in the system.

SPCS folders contain content that is specific to the tests for the sports or evaluation tools suggested by their folder names. Folders contain *setup.exe* files that need to be activated to install each Windows-compliant program. When a program is installed it becomes part of the listed programs on the computer. It is strongly suggested that all ***SPCS*** programs be kept in the overall *SPCS_1* folder to avoid cluttering the Windows *Program Files* folder. To use a program, it has to be installed using its own *setup.exe* in the manner that is common to all Windows programs.

SPCS_1 folders are:

1. ***AMSSE***. Four programs analyze single or group responses to the *Achievement Motivations Scale for Sporting Environments* (Rushall & Fox, 1980). Those programs are:

   - ***DISPLAY***. Each individual's test results are interpreted and presented singly. Individual reports for every athlete in the file can be displayed on the computer monitor.
   - ***GROUPDISPLAY***. The data of all athletes in a file are displayed on the computer monitor in a grouped manner. This allows a user to compare athletes for similarities and differences.
   - ***PRINT***. Each individual's test results are interpreted and presented singly. Individual reports for every athlete in the file can be printed on the Windows default printer or another printer selected by the user. Mostly, the printed output mimics the style and replicates the content of monitor-displayed results.
   - ***GROUPPRINT***. The data of all athletes in a file are printed in a grouped manner. This allows a user to compare athletes for similarities and differences. Mostly, the printed output mimics the style and replicates the content of monitor-displayed results.

   The *setup.exe* program for each of the above programs resides in their own like-named folders. It is recommended that when programs are installed they be located in the folder's *_PROGRAMS* folder. That consolidates the specific executable ***SPCS*** programs for a test in its own folder.

   Each test folder also contains a *DATA* and a *DIAGS* folder. It is recommended that all data relating to a specific test be stored in its *DATA* folder. The *DATA* folder initially contains some read-only sample data files. After installation of the ***SPCS*** on the computer's hard drive, it is necessary to convert the attribute of those files to "*archive*" from "*read-only*" so they can be manipulated while learning and practicing with programs.

The *DIAGS* folder contains files that govern the content of output. The *OWNER.txt* file is the personalized three-line attribution that is used on the first page of every analysis. If other files are included in the *DIAGS* folder they are the diagnostics for the constituent inventories in the test battery. Files in this folder should never be altered.

ALL *SPCS* FOLDERS CONTAIN THE ABOVE CONTENT WITH THE EXCEPTION OF *CEQ*.

2. ***ATHLETE***. Four programs analyze single or group responses to the *Behavioral Inventories for Athletes* (Rushall, 1976). Master copies of testing materials are included as *.pdf* files. The *DISPLAY*, *GROUPDISPLAY*, *PRINT*, and *GROUPPRINT* setup programs are included in individual folders. *PROGRAMS*, *DIAGS*, and *DATA* folders are provided.
3. ***BASEBALL***. Four programs analyze single or group responses to the *Psychological Inventories for Baseball Players* (Rushall & Henderson, 1988). Master copies of testing materials are included as *.pdf* files. The *DISPLAY*, *GROUPDISPLAY*, *PRINT*, and *GROUP-PRINT* setup programs are included in individual folders. *PROGRAMS*, *DIAGS*, and *DATA* folders are provided.
4. ***BASKETBALL***. Four programs analyze single or group responses to the *Psychological Inventories for Basketball Players* (Rushall & Pound, 1976). Master copies of testing materials are included as *.pdf* files. The *DISPLAY*, *GROUPDISPLAY*, *PRINT*, and *GROUPPRINT* setup programs are included in individual folders. *PROGRAMS*, *DIAGS*, and *DATA* folders are provided.
5. ***CCC***. Materials for the non-computerized test, *Champion Characteristics Checklist (CCC)* (Rushall, 1987), are included as *.pdf* files.
6. ***CCSKIING***. Four programs analyze single or group responses to the *Behavioral Inventories for Cross-country Skiers* (Rushall & Vikander, 1987). Master copies of testing materials are included as *.pdf* files. The *DISPLAY*, *GROUPDISPLAY*, *PRINT*, and *GROUPPRINT* setup programs are included in individual folders. *PROGRAMS*, *DIAGS*, and *DATA* folders are provided.
7. ***CEQ***. Two programs analyze group responses to the *Coach Evaluation Questionnaire* (Rushall & Wiznuk, 1985). Master copies of testing materials are included as *.pdf* files. The *GROUPDISPLAY* and *GROUPPRINT* setup programs are included in individual folders. *PROGRAMS*, *DIAGS*, and *DATA* folders are provided.
8. ***DALDA***. Materials for the non-computerized test, *The Daily Analyses of Life Demands for Athletes (DALDA)* (Rushall, 1987), are included as *.pdf* files.
9. ***GOALS***. Four programs analyze single or group responses to the *Goal-setting Inventory* (Rushall & Fisdel, 1987). Master copies of testing materials are included as *.pdf* files. The *DISPLAY*, *GROUPDISPLAY*, *PRINT*, and *GROUPPRINT* setup programs are included in individual folders. *PROGRAMS*, *DIAGS*, and *DATA* folders are provided.
10. ***ICE-HOCKEY***. Four programs analyze single or group responses to the *Behavioral Inventories for Ice-hockey Players* (Rushall & Lamonica, 1984). Master copies of testing materials are included as *.pdf* files. The *DISPLAY*, *GROUPDISPLAY*, *PRINT*, and *GROUPPRINT*

setup programs are included in individual folders. *PROGRAMS*, *DIAGS*, and *DATA* folders are provided.

11. ***INPUT***. One program is provided for entering test results that will be used later in an analysis. The input of data must be errorless in terms of score ranges and the number of items for each psychological test. All entered data are stored as string variables, which allows them to be manipulated by the most basic of word processing programs (e.g., *Notepad*) that are compatible with the Windows operating systems. The *PROGRAMS* folder is supplied.
12. ***MANUALS***. This folder contains the user manuals for running the ***SPCS*** and for understanding and interpreting the computerized and non-computerized ***SPCS*** tests. They are formatted as *.pdf* files. Those manuals are:
    - The ***User's Manual for the SPORT PSYCHOLOGY CONSULTATION SYSTEM: SPCS_1.*** This manual contains the step-by-step operation of the computer programs. It is written to industry standards and should allow an untrained person to immediately use the ***SPCS*** system, its tests, and its programs.
    - The ***Handbook for Understanding, Interpreting, and Using the Tests Contained in the SPORT PSYCHOLOGY CONSULTATION SYSTEM***. The derivation and development of each test or test-type is recounted. Suggestions for using the tests are made. Some data on findings involving studies conducted with the tests are reported.
    - The ***Handbook for Using Non-computerized Assessment Tools in the SPORT PSYCHOLOGY CONSULTATION SYSTEM***. The development of, and possible uses for, the four non-computerized assessment tools are described.
13. ***PCPC***. Materials for the non-computerized test, *The Pre-competition Psychological Checklist (PCPC)* (Rushall, 1987) are included as *.pdf* files.
14. ***ROWING***. Four programs analyze single or group responses to the *Psychological Inventories for Competitive Rowers* (Rushall 1975a). Master copies of testing materials are included as *.pdf* files. The *DISPLAY*, *GROUPDISPLAY*, *PRINT*, and *GROUPPRINT* setup programs are included in individual folders. *PROGRAMS*, *DIAGS*, and *DATA* folders are provided.
15. ***SIES***. Four programs analyze single or group responses to the *Sport Locus of Control (IE) Scale* (originally authored by Joan Stauss in 1975 but modified on several occasions by Brent S. Rushall). Master copies of testing materials are included as *.pdf* files. The *DISPLAY*, *GROUPDISPLAY*, *PRINT*, and *GROUPPRINT* setup programs are included in individual folders. *PROGRAMS*, *DIAGS*, and *DATA* folders are provided.
16. ***SOCCER***. Four programs analyze single or group responses to the *Psychological Inventories for Competitive Soccer* (Rushall & Ebeze, 1975). Master copies of testing materials are included as *.pdf* files. The *DISPLAY*, *GROUPDISPLAY*, *PRINT*, and *GROUPPRINT* setup programs are included in individual folders. *PROGRAMS*, *DIAGS*, and *DATA* folders are provided.
17. ***SOFTBALL***. Four programs analyze single or group responses to the *Psychological Inventories for Softball Players* (Rushall, 1999). Master copies of testing materials are included as *.pdf* files. The *DISPLAY*, *GROUPDISPLAY*, *PRINT*, and *GROUPPRINT* setup programs are included in individual folders. *PROGRAMS*, *DIAGS*, and *DATA* folders are provided.

18. ***SPC***. Materials for the non-computerized test, *Sport Pressure Checklist (SPC)* (Rushall & Sherman, 1987) are included as *.pdf* files.

19. ***SSCS***. Four programs analyze single or group responses to the *Sport Self-control Schedule (SSCS)* (Evans, 1986). Master copies of testing materials are included as *.pdf* files. The *DISPLAY*, *GROUPDISPLAY*, *PRINT*, and *GROUPPRINT* setup programs are included in individual folders. *PROGRAMS*, *DIAGS*, and *DATA* folders are provided.

20. ***SWIMMING***. Four programs analyze single or group responses to the *Psychological Inventories for Competitive Swimmers* (Rushall, 1974). Master copies of testing materials are included as *.pdf* files. The *DISPLAY*, *GROUPDISPLAY*, *PRINT*, and *GROUPPRINT* setup programs are included in individual folders. *PROGRAMS*, *DIAGS*, and *DATA* folders are provided.

21. ***TENNIS***. Four programs analyze single or group responses to the *Psychological Inventories for Tennis Players* (Rushall & Ackerly, 1991). Master copies of testing materials are included as *.pdf* files. The *DISPLAY*, *GROUPDISPLAY*, *PRINT*, and *GROUPPRINT* setup programs are included in individual folders. *PROGRAMS*, *DIAGS*, and *DATA* folders are provided.

22. ***VOLLEYBALL***. Four programs analyze single or group responses to the *Psychological Inventories for Volleyball Players* (Rushall, 1975b). Master copies of testing materials are included as *.pdf* files. The *DISPLAY*, *GROUPDISPLAY*, *PRINT*, and *GROUPPRINT* setup programs are included in individual folders. *PROGRAMS*, *DIAGS*, and *DATA* folders are provided.

The majority of folders contain programs with the same names and functions. This produces a consistent and transparent system. However, each program in each folder is unique. The programs are not interchangeable between folders. Tests are appropriate for the individual folders that contain them. The software used for analyses is peculiar to each test although uses and output forms are similar.

SPCS TESTING MATERIALS

1. *The Coach Evaluation Questionnaire (CEQ).* This inventory is given to athletes to evaluate a coach with regard to his/her good coaching characteristics. It is the original athlete-assessment-of-the-coach tool. The question booklet (36 questions), answer sheet, a summary of question items, and the standardized instructions for administering the test are included as *.pdf* files.

2. *The Sport Locus of Control (IE) Scale (SIES).* This is a sport-specific adaptation of the *Rotter IE Scale*. It assesses the relative value of internal and external sources of reinforcement that are perceived by an athlete. The question booklet (31 questions), scoring explanation, answer sheet, and instructions for administering the test are included as *.pdf* files.

3. *An Achievement Motivations Scale for Sporting Environments (AMSSE).* Achievement motivations are divided into the motivations to succeed and the motivations to avoid failure. Scores are provided for these two factors in the situations of training, competition, and the sporting environment in general. The question booklet (28 questions), scoring

explanation, answer sheet, and instructions for administering the test are provided as *.pdf* files.

4. *Sport Self-control Schedule (SSCS).* This test measures an athlete's use of cognitions to control emotional and physiological sensations, the tendency to employ problem-solving strategies, perceived ability to delay immediate gratification, and general expectations for self-efficacy. A scale score is produced. The question booklet (35 questions), answer sheet, and standardized instructions for administering the test are included as *.pdf* files.
5. *Goal-setting Inventory.* This inventory assesses the following behavioral information concerning goal-setting: goal-perceptions, interactions with the coach, effects of goals on the athlete, goal-setting actions, factors which affect goal-setting, the relationship of goals to performance, and types of goals. It is appropriate for athletes over the age of 13 years. It contains 102 questions in nine sections in a test booklet, an answer sheet, and instructions for administering the test. Materials are in *.pdf* format.
6. *Behavioral Inventories for Athletes.* The behaviorally and situationally specific reactions of athletes are assessed. Responses are analyzed separately as individual items of important information that concern an athlete. This set of inventories is appropriate for all sports that are not accommodated by one of the sport environment-specific tests indicated below. The minimum age for testing is 11 years. The question booklet, containing four discrete inventories (a total of 252 questions), answer sheets, and instructions for test administration are included as *.pdf* files.
7. *Psychological Inventories for Basketball Players.* This set of inventories is appropriate for serious basketball players over the age of 14 years. It contains five inventories in a test booklet (a total of 354 questions), instructions for administration, and answer sheets as *.pdf* files.
8. *Behavioral Inventories for Ice-Hockey Players.* This set of inventories is appropriate for serious ice-hockey players over the age of 11 years. It contains five inventories in a test booklet (a total of 278 questions), answer sheets, and instructions for administration as *.pdf* files.
9. *Psychological Inventories for Competitive Rowers.* This set of inventories is appropriate for serious rowers over the age of 14 years. It contains five inventories in a test booklet (a total of 272 questions), answer sheets, and instructions for administration as *.pdf* files.
10. *Psychological Inventories for Soccer Players.* This set of inventories is appropriate for serious soccer players over the age of 14 years. It contains five inventories in a test booklet (a total of 341 questions), answer sheets, and instructions for administering the tests as *.pdf* files.
11. *Psychological Inventories for Competitive Swimmers.* This set of inventories is appropriate for serious competitive swimmers over the age of 11 years. It contains five inventories in a test booklet (a total of 264 questions), answer sheets, and instructions for administering the tests under standardized conditions as *.pdf* files.
12. *Psychological Inventories for Volleyball Players.* This set of inventories is appropriate for volleyball players over the age of 14 years. It contains five inventories in a test booklet (a

total of 280 questions), answer sheets, and instructions for administering the tests as *.pdf* files.

13. *Behavioral Inventories for Cross-country Skiers.* This set of inventories is appropriate for cross-country skiers over the age of 14 years. It contains five inventories in the test booklet (a total of 294 questions), the answer sheets, and instructions for administering the tests as *.pdf* files.
14. *Psychological Inventories for Baseball Players.* This set of inventories is appropriate for baseball players over the age of 14 years. It contains five inventories in a test booklet (a total of 308 questions), answer sheets, and instructions for administering the tests as *.pdf* files.
15. *Psychological Inventories for Tennis Players.* This set of inventories is appropriate for tennis players over the age of 14 years. It contains five inventories in a test booklet (a total of 322 questions), answer sheets, and instructions for administering the tests as *.pdf* files.
16. *Psychological Inventories for Softball Players.* This set of inventories is appropriate for softball players over the age of 14 years. It contains five inventories in a test booklet (a total of 308 questions), answer sheets, and instructions for administering the tests as *.pdf* files.

The tools listed above are provided in master copy form as *Adobe Acrobat* (*.pdf*) files in appropriate folders on the ***SPCS*** compact disk. The user is responsible for reproducing copies of the tests to conduct testing sessions. A separate cover, to which institutional logos or identification attributions can be appended, accompanies each test.

Master copy files are provided for the following non-computerized assessment tools in their respective folders.

1. *Sport Pressure Checklist (SPC)* (Rushall & Sherman, 1987). This tool measures 16 internal and external sources of pressure that are perceived by an athlete with reference to a specific competitive event. Each source is evaluated as being negative, neutral, or positive on a scale ranging from -3 to +3. Scores are developed for internal, external, positive, and negative scales. Day-to-day logs are kept on scores and individual question responses. The tool is appropriate for athletes 14 years or older.
2. *The Pre-competition Psychological Checklist (PCPC)* (Rushall, 1987). This tool measures 24 psychological symptoms of the competition-readiness state, as well as scale scores for the level of excitedness, estimation of success, importance of event, and control over distractions. A post-competition assessment of performance quality is also obtained. The tool can be used at any time before a competition and is appropriate for athletes 12 years of age and older.
3. *The Daily Analyses of Life Demands for Athletes (DALDA)* (Rushall, 1987). This is a stress analysis tool that evaluates the status within an athlete of 25 symptoms of stress and the appraisal of effect of nine sources of stress in the athlete's life. It can be used to evaluate an individual's training response, to monitor daily training and overtraining, to assess travel disruptions and outside-of-sport stress influences, and to measure "peaking". It is appropriate for use with athletes over the age of 12 years.

4. *Champion Characteristics Checklist (CCC)* (Rushall, 1987). This evaluation tool lists 100 characteristics that consistently emerge in world-record holders and champions. Athletes over the age of 11 years indicate which characteristics do or do not exist in their behavior repertoires. They are then provided with an estimate of how much they are like a champion. The tool is used as a motivational and goal-setting device.

Manuals are supplied as *Adobe Acrobat* files.

1. *User's Manual for the SPORT PSYCHOLOGY CONSULTATION SYSTEM: SPCS_1*. This manual contains the step-by-step operation of the computer programs. It is written to industry standards and should allow an untrained person to immediately use the ***SPCS*** system, its tests, and its programs.
2. *Handbook for Understanding, Interpreting, and Using the Tests Contained in the SPORT PSYCHOLOGY CONSULTATION SYSTEM.* The derivation and development of each test or test-type is recounted. Suggestions for using the tests are made. Some data on findings involving studies conducted with the tests are reported.
3. *Handbook for Using Non-computerized Assessment Tools in the SPORT PSYCHOLOGY CONSULTATION SYSTEM.* The development of, and possible uses for, the four non-computerized assessment tools are described.

LIMITATIONS OF USE OF *SPCS* MATERIALS

The computer software and testing materials contained in the ***SPCS*** are limited in their agreed upon use. The materials can only be used by the purchaser in the following manner:

1. The software can only be reproduced for backup purposes. No resale or lending of the materials is permitted.
2. The testing materials can only be reproduced in sufficient quantities to meet the needs of the purchaser. Tests cannot be sold or given away.
3. Supplied master materials can be altered to affix attributions to institutions or organizations that purchase the ***SPCS***.

These restrictions mean that ***SPCS*** materials are purely for the purchaser's use. The ***SPCS*** can only be obtained from Sports Science Associates. Thus, no other person or organization can obtain financial benefit from any part of the system, or deprive Sports Science Associates of financial benefit from any part of the system, without appropriate agreement from the distributor.

Sports Science Associates is obliged to provide all purchasers with corrections to supplied materials when feasible.

FOR FURTHER INFORMATION

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SECTION 2
SPCS USES

The ***SPCS*** is designed to facilitate the development of objective and professional services involved with the psychological testing and analysis of athletes. The basic requirements for such services are as follows.

1) The information that is developed should be descriptive and predictive of events and characteristics that exist in the sporting environment.
2) Extensive accurate information about reactions to difficulties, social and attitudinal behaviors, pre-competition and competition behaviors, rewards and goals, and manifested reactions to the stress of competition should be provided to produce a "*full-picture*" concept of the psychology of sport rather than focusing on only one factor.
3) Information produced should focus on the strengths and weaknesses detected by the tests.
4) Test and analysis reliabilities and validation processes should be publicly available.
5) Analysis information should be precise rather than being general and sweeping.
6) Test analyses should be provided quickly and conveniently.
7) There should be some attempt to interpret the information for the coach or athletes so that actions can be taken to improve the functioning of the athletes.

The ***SPCS*** provides the flexibility to deliver a number of services that are required for effective professional work. Those services are described below.

- **Virtual "*simultaneous*" analysis**. One of the most impressive features of a professional service is the quick provision of results. The ***SPCS*** allows a test analysis to commence as soon as a test is completed. Results are provided through individual analysis programs (*DISPLAY* and *PRINT*) and group analysis programs (*GROUPDISPLAY* and *GROUPPRINT*) as soon as all the data for those to be analyzed have been entered into a data file. The immediacy of analysis production is determined by the amount of data entered. All data are entered through the computer keyboard.
- **Individual analyses**. The ***SPCS*** provides a capability to analyze an athlete using in-depth behavioral inventories, and conceptual tests for entities such as motivation, self-control, and locus of control. This produces a relatively "*balanced*" and extensive analysis service that produces a wealth of useful information, most of which can be understood by the client. This creates a sense of accountability and worth with most, if not all, clients, and justifies the service purely, although not totally, on its face value. Therefore, an individual is supplied with test scores for items such as motivation and locus of control, and descriptive pages for the behavior inventories.
- **Group analyses**. It is likely that the sport psychologist will want to provide analytical services to groups of athletes or teams, and in particular, coaches. The ***SPCS*** facilitates this. Group analyses (*GROUPDISPLAY* and *GROUPPRINT*), comprising the scores for each individual and group averages, are available with the evaluation of the conceptual tests in the

system. Behavior inventories are analyzed by listing each question interpretation and all the individuals in the group to which the interpretation applies. In essence, the individual and group analyses of the behavior inventories supply the same information, but in different forms. If the user wants to interpret the behavior of an individual, an individual analysis can be reviewed. If the user wants to look at collective features of a team, the group analysis can be consulted.

A group analysis also has a secondary function. It provides information that facilitates the matching of athletes. It demonstrates behaviors and attributes that are similar and dissimilar among athletes. This is important for recommending group or subgroup control techniques. It allows one to determine which individuals can be treated or handled with the same techniques. Such matching procedures are important for sports such as rowing (looking for compatibility in prospective crew members), tennis (determining doubles pairings on the basis of psychological information), determining room assignments when traveling as a group, etc. These now are activities that can be done easily.

OUTPUT FORMS

The various analyses produce results. These results can either be viewed on the computer monitor screen (*DISPLAY* and *GROUPDISPLAY*), printed (*PRINT* and *GROUPPRINT*), and in special circumstances, saved as a file.

DATA ENTRY

All data for the ***SPCS*** are entered through the keyboard with the *INPUT* program. The total data set needs to be entered into a file before processing takes place with any program. The options exist for new files to be created, old files to be extended or appended to, and old files to be accessed without new information being added. There are a number of limitations that must be considered when entering information into ***SPCS*** programs. They are listed below.

1. **Data have to be entered exactly as required**. The *INPUT* program monitors and double-checks entries when constructing or altering data files. Data must be within the range of scores acceptable to each test. The number of scores for a scale or inventory must be correct. If either is entered incorrectly, the user will be requested to re-enter the complete information for the test/inventory for the subject.

   Once data are entered, the user exits the *INPUT* program. To process the data, another program has to be used.

2. **No missing data values are permitted in any programs.** When an athlete completes a test and before the individual leaves the testing site, the tester or psychologist has to check the answer sheet to ensure that no questions have been missed or information omitted.

3. **The spelling of literal data needs to be carefully monitored**. An input error, for data such as names and initials, will be recorded and processed. Errors can be corrected

by using a simple word processing program (e.g., *Notepad*, *WordPad*) in simple text file format. Three features have to be accommodated when altering files.

- The format of the file has to be preserved. Removing quotes that delineate the form of the string-type data, or commas that separate the string from another, will render a file as unacceptable to all ***SPCS*** programs.
- The file must not include extra characters or spaces at the end of the complete file. The end-of-file marker has to be hard up against the last quote mark in the file.
- The file should be saved as a simple text file. Do not select the option of "*text file with line-breaks*" if it is offered. For clear understanding and access to manipulation, it is recommended that all data files carry the extension "*.txt*".

OUTPUT

The results of analyses can be shown on the computer monitor, printed, and saved as a file. The diagnostic content used for analyses were restricted in the way they were developed. The spelling is that of common North American usage. Commas are almost nonexistent in sentence structures. The original programs used to create these files did not allow commas to be entered as data and hence, they do not appear in the output. The resulting expression of the analyses will have to be tolerated. Printer output is limited in a number of ways.

1) All printer output is designed for 12 point *Courier New* font.
2) The default paper size is 8.5 x 11 inches.
3) Some modifications of the default settings are permitted in the two print-output programs. The size of paper can be changed to A4. If that is selected, more lines will be printed under the assumption that A4 paper is in the printer input tray.
4) Print can be plain or bold. With most modern printers, bold print consumes more space and prints fewer lines per page. The user can select bold and any new spacing will be accommodated.
5) The positioning of the printed area on a page can be modified to a small degree. The default positioning of the print is two character widths to the right of the position occupied by a zero character adjustment. The opportunity to shift print left and right to a small degree allows users of A4 paper to better position the print for that size paper. The default print position should be acceptable to most 8.5 x 11 inch paper users.
6) Printed output is printer bound. The user determines when printing starts, which can only occur after all data processing has ceased. That decision delay allows the user a final opportunity to determine that the correct printer and paper are to be used for output. Once printing starts, the printer buffer and Windows spool programs are filled and the computer is released to perform other tasks or run other programs while printing occurs in the background.
7) Monitor output cannot be modified. Users can modify the screen resolutions of their monitors by selecting display settings options. The best monitor setting for viewing ***SPCS*** output is a 1024 x 768 resolution.

Selecting a printer. The user can select from up to 10 printers on the computer system. Although Windows has a default printer declared, using this option allows the ***SPCS*** to have a special printer for the specific output. A common use for this option is to print output as an *Adobe Acrobat .pdf* file or to use another printer.

Several adjustments to printed output are possible. These are included to allow the printed output to be better positioned for printing.

Margin adjustment. The two programs that print (*GroupPrint.exe* and *Print.exe*) produce standardized output. However, for some paper sizes and those with printed borders, it is possible to make minor adjustments to where the printed output appears on a page. The default setting for 8.5 x 11 inch paper is with a left margin of 1.4 inches and a right margin of .8 inches. The "*TabAdjuster*" has a default value of 2. If a 0 is entered in the space provided, the total printed area would move two character spaces to the left, decreasing the left margin and increasing the right. The maximum value that can be entered is 5, which would shift both default margins three character spaces to the right. These adjustments are primarily for use with A4 paper. By entering an adjustment of 0 when using A4 paper, the printout is positioned acceptably.

Lines-per-page adjustment. Another adjustment is the number of lines that are to be printed on a page. Line spacing depends upon the printer used. For 8.5 x 11 inch paper, the default setting is 55 lines of print below the page header. The user has to experiment with printed pages. With some printers there is overrun, and an orphaned line appears on a page by itself, which is not a professional presentation. The page length adjustment option allows the default value of 55 to be decreased by up to five lines or increased by up to five lines. Those adjustments are only from the bottom of the page. It is not possible to start printing lower on a page. Consequently, pre-printed banners on pages should be on the page bottom, not the top.

Quick page adjustments. The default setting for printing is for an 8.5 x 11 inch page. Options that make standard adjustments are as follows.

- *Standard letter size* (8.5 x 11 inch) *normal print*.
- *Standard letter size bold print*. A considerable number of printers increase the between line space in bold print. The adjustment in this setting is to print 52 lines instead of 55 lines of output. Margins remain as in the default condition.
- *A4 letter size normal print*. This increases the normal printed number of lines to 58. Margins remain the same but the right margin is relatively narrow because of the narrowness of A4 pages when compared to standard letter size (8.5" x 11").
- *A4 letter size bold print*. The number of lines printed is 55, a decrease from normal print for A4 pages of 58 lines.

Saving as a file. Printed output can best be achieved by installing *Adobe Acrobat* and using its *Acrobat PDFWriter* option. This produces a universal WYSIWYG document that can be sent electronically as an email attachment or through a File Transfer Protocol. In testing, it was found that *PDFWriter* did not mirror the exact line count of the test laser printer. Thus, when printing on the laser printer, one line count was appropriate. However, to print acceptably with *PDFWriter*, a lesser line count was required. One value of the *PDF* document is that it can be viewed and if it is not acceptable, the ***SPCS*** program can be run again with a different line setting to better fit the output. *Adobe Acrobat PDF* files are subject to all the adjustments (line

counts, margin settings, bold print) that are possible with printed pages. PDF files should always be reviewed before distributing to clients.

SPCS FUNCTIONS

The following listing indicates the functions for ***SPCS*** programs.

1. **Stopping processing**. When ***SPCS*** programs are executing, they can be halted in the standard Windows manner by simultaneously pressing the *Ctrl*, *Alt*, and *Delete* and terminating the running program when the Windows *Task Manager* window appears.
2. **Individual analyses**. The *DISPLAY* and *PRINT* programs produce output for each athlete in the order they are listed in the sequential data file. If only one or a few individuals in an extensive data file are to be analyzed, *Notepad* can be used to copy the targeted individuals' results, and save their data in a separate uniquely-named *.txt* file. Copying and pasting to a new file is preferable to deleting data from an original file. *Notepad* is recommended because it does not add extra word-processing characters which can inadvertently create a processing error.
3. **Group analyses**. The *GROUPDISPLAY* and *GROUPPRINT* programs perform group analyses. It is best to first analyze a file with an individual analysis program (i.e., *DISPLAY*) before proceeding with a group analysis. That allows the user to check the accuracy and reliability of the initial data entry procedure.
4. **Open a new file**. The *INPUT* program allows a new file to be established with a unique file name that conforms to Windows requirements. The *.txt* file extension is the default file extension.
5. **Appending data to an existing file**. The *INPUT* program allows files to be extended by adding new data to the end of an established file. This option can be selected during the *INPUT* program's execution.
6. **Changing or correcting the contents of an existing file**. This is conveniently performed using *Notepad*. Care must be taken to not a) alter values of characters outside the range of expected scores, and b) change the number of responses in a string set in any athlete's data set. No ***SPCS*** program will run if there is one or more errors in a data set. When an ***SPCS*** program does not run, the user's first response should be to look at the structure of the data file, find the error, and correct it.

SECTION 3
GENERAL FEATURES OF THE *SPCS*

THE *SPCS_1* COMPACT DISK

The compact disk contains two elements. One is an HTML file that describes how to install the ***SPCS*** onto a Windows-based computer. The other is a folder that should be copied in part or its entirety to the user's hard drive. There are approximately 540 MB of files on the compact disk.

All selected elements of the ***SPCS*** should be resident on the user's hard drive in the folder *SPCS_1*. Once transfers have been achieved, the *SPCS_1* compact disk can be stored.

To use an ***SPCS*** program, it first has to be installed. Section 4 of this manual describes the installation steps. Those steps are not the default steps of the Windows operating system. The executable program files should be installed into the *_PROGRAMS* folder for the relevant test folder in the *SPCS_1* Main folder.

THE STRUCTURE OF *SPCS_1*

The *SPCS_1* is a hierarchy of folders that divides ***SPCS*** attributes at various levels. In the context of this manual, if every sub-folder and sub-sub-folder was referred to in those terms or every filename and path was referenced accurately, the content would be very difficult to read. Consequently, short term expressions are used to refer to executable programs. Some of the more common references are as follows.

- *_PROGRAMS folder* refers to the folder in each test folder that has part of its name as *_PROGRAMS*. That term is preceded by the folder name that represents the particular ***SPCS*** test. For example, *AMSSE_PROGRAMS* indicates the folder in which all the *AMSSE* executable program files are stored. Similarly, *BASEBALL_PROGRAMS* is the folder that should include all the *BASEBALL* executable program files.
- *INPUT* refers to the installed executable file in the following folder *C:\SPCS_1\INPUT\INPUT_PROGRAMS*. The program is named *SPCS_INPUT.exe*.
- *DISPLAY* refers to every installed *DISPLAY* program in most test folders. One reason for the general reference is that all programs designed to display individual athlete's results on a monitor function in a similar manner. The program is named *Display_ATHLETE.exe* in the *C:\SPCS_1\ATHLETE\ATHLETE_PROGRAMS* folder. To display test results for volleyball the program to be used should be installed in the *VOLLEYBALL* folder's *VOLLEYBALL_PROGRAMS* folder. To execute the *DISPLAY* program for volleyball, click *START* → *PROGRAMS* → *VOLLEYBALL_Display.exe*. This pattern of action is appropriate for all installed programs in all folders.
- *GROUPDISPLAY* refers to every installed *GROUPDISPLAY* program in most test folders. One reason for the general reference is that all programs designed to display grouped-athlete results on a monitor function in a similar manner. The program is named *GroupDisplay_ATHLETE.exe* in the *C:\SPCS_1\ATHLETE\ATHLETE_PROGRAMS* folder.

- *PRINT* refers to every installed *PRINT* program in most test folders. One reason for the general reference is that all programs designed to print individual athlete's results function in a similar manner. The program is named *Print_ATHLETE.exe* in the *C:\SPCS_1\ATHLETE\ATHLETE*_PROGRAMS\ folder.
- *GROUPPRINT* refers to every installed *GROUPPRINT* program in most test folders. One reason for the general reference is that all programs designed to print grouped-athlete results function in a similar manner. The program is named *GroupPrint_ATHLETE.exe* in the *C:\SPCS_1\ATHLETE\ATHLETE_PRORAMS* folder.

With practice, users will become accustomed to the structure of the ***SPCS***. The following is a description of the levels of the ***SPCS*** hierarchy.

The Four Levels of Folders in the *SPCS*

LEVEL 1

SPCS_1
This is the main folder for all ***SPCS*** materials

LEVEL 2

AMSSE, ATHLETE, BASEBALL, BASKETBALL, CCC, CCSKIING, CEQ, DALDA, GOALS, ICE-HOCKEY, INPUT, MANUALS, PCPC, ROWING, SIES, SOCCER, SOFTBALL, SPC, SSCS, SWIMMING, TENNIS, VOLLEYBALL
These folders represent either a test (e.g., *Behavioral Inventories for Athletes*), a general program (e.g., *INPUT*), or a resource (e.g., three ***SPCS*** manuals). For tests, all installed programs and data files should always reside in the test folder.

LEVEL 3

ATHLETE_Display, ATHLETE_GroupDisplay, ATHLETE_Print, ATHLETE_GroupPrint, ATHLETE_PROGRAMS, DATA, DIAGS, Booklet.pdf, Cover.pdf, Answersheet.pdf, Instructions.pdf, Scoring.pdf
Each of the previous folders contains most of the folders listed for this level. All installed programs and recorded information for a particular test should reside in one of the above folders.

LEVEL 4

- The ***ATHLETE_PROGRAMS*** folder contains ***Display_ATHLETE.exe***, ***GroupDisplay_ATHLETE.exe***, ***Print_ATHLETE.exe***, and ***GroupPrint_ATHLETE.exe***. Alll installed programs should reside in this folder.
- The ***DATA*** folder contains sample files of data that can be used for "*practice*" once the "*Read-only*" attribute has been changed to "*Archive*". As the ***SPCS*** is used, all test data files should also be stored in this folder.
- The ***DIAGS*** folder contains files that should never be altered or moved. They are critical for any ***SPCS*** program execution.
- ***Booklet.pdf, Cover.pdf, Answersheet.pdf, Instructions.pdf,*** and ***Scoring.pdf*** are master files of testing materials.

Other folders (e.g., ***MANUALS***) contain resource materials.

PRODUCING *SPCS* TESTING MATERIALS FROM *.pdf* FILES

Testing materials, instructions, and a list of contents are included in each folder as *.pdf* files. Those files can be read by Adobe Reader, which is a free download from the Adobe web site (*http://www.adobe.com/products/acrobat/readstep2.html*).

To produce test booklets, answer sheets, instructions, and other items as required, the appropriate file(s) should be opened in *Adobe Reader* and printed. What is pictured in the *Adobe Reader* window is what will be printed (WYSIWYG). The names of files are common between folders, but their contents are specific to each folder. The *.pdf* files should not be copied from one folder to another. If that is done inadvertently, the corrupted files will have to be recopied from the original folder on the ***SPCS*** compact disk. The types of files dispersed throughout the ***SPCS*** folders are briefly described below.

1. ***Booklet.pdf***. This is the complete testing booklet for the folder. It has an introductory page, copyright page, and then all the inquiry sections for the athlete to complete. Generally, a master copy of this file is printed and then as many copies as needed are reproduced. If question booklets are reproduced, costs can be reduced if the tests are reusable. ***SPCS*** testing instructions tell athletes not to mark the question booklet. The non-computerized tests are not reusable because athletes record their responses directly in the booklets.
2. ***Cover.pdf***. This is a cover for the testing booklet in the folder. Printing the cover on heavy card stock as a booklet cover will serve to protect the lighter pages of the tests. Using a front and back cover increases the reusable life of a booklet. User's can attach identifying labels and logos to covers. Not every test has a cover. All scaled tests are printed on a maximum of four sheets.
3. ***Answersheet.pdf***. Responses are recorded on the answer sheet. The sheet is two-sided for all behavior inventories and the *SSCS*, and single-sided for the remaining three scale-tests. As many answer sheets as needed should be produced.
4. ***Instructions.pdf***. All tests should be given under standardized conditions. In most cases, a deliberate attempt is made to develop an "*honesty set*" in the athletes by saying appropriate statements in the administrative instructions. Sufficient copies of these directives should be produced and carefully used in the manner described.
5. ***Scoring.pdf***. For scaled tests (*AMSSE*, *SIES*, *SSCS*, *CE*Q), answers need to be scored to produce meaningful results. This file describes how specific test scoring is done.

The user should decide what materials need to be produced; print master copies, and then duplicate working copies from the masters.

PROGRAM SIMILARITIES

A major feature of the ***SPCS*** is programs that perform similar functions are made to operate and communicate in the same manner. Since each test in the ***SPCS*** is very different, it could be possible to write different prompts and modes of communication for each requiring a user to "*learn*" how to use each program. Developing the ***SPCS*** programs to be "*transparent*" to the user has

minimized that demand. Each like-named program functions in the same manner and where possible the information that is required from the user is similar across all programs. This results in the user having to understand very few prompts and their appropriate modes of response. The ***SPCS*** is simple to use.

The program names in the various folders of the ***SPCS*** are the same. However, the coding and restrictions of these programs are very different.

NO PROGRAM SHOULD BE INTERCHANGED FROM ONE FOLDER TO THE OTHER.

The user should also be aware of the fact that

DATA FILES DEVELOPED BY PROGRAMS IN ONE FOLDER CANNOT BE INTERPRETED BY PROGRAMS IN ANOTHER FOLDER.

PRINTER PAPER

Paper in the USA and usually Canada is 8.5 x 11 inches in size. Most other countries use A4 paper size. All programs have as their default settings, dimensions for 8.5 x 11 inch page output. Outside of USA/Canada or when A4 paper is used, the default printer settings of any program can be changed to accommodate the difference in size and minor preferences of the user.

USER'S ATTRIBUTION

A feature of the ***SPCS*** is that each analysis, whether it is on the monitor or printer, attributes the analysis to the user. In the supplied system, the user's name will be substituted in this place. The entry that was made on the original ***SPCS*** order sheet is the one that will appear on the ***SPCS*** output. The attribution is in the *OWNER.txt* file contained in each *DIAGS* folder. The *OWNER.txt* file is constructed before the purchased compact disk is shipped. The attribution is three lines as follows:

Line 1: User's name
Line 2: User's affiliation
Line 3: User's state, province, country, or telephone number, email address, etc.

PERMANENT DATA FILES

All programs produce permanent data files. The user will have to establish a system for logging these data files or for possibly removing or archiving them after they have been used. It is usual to store them in the associated *DATA* folder in the relevant ***SPCS*** test folder on the computer's hard drive. It is assumed that a user will be familiar with navigating the Windows file and folder structure.

DATA ENTRY FOR *SPCS* PROGRAMS

When data are to be entered for an analysis, the responses on the test answer sheets have to be transferred to the computer. This is done through the computer keyboard.

1) The responses for the *Coach Evaluation Questionnaire* are the numeric values indicated by the subject on the answer sheet.

2) The responses for the *Sport Self-control Schedule* are entered as numbers ranging from 1 to 6. A left-most response on the answer sheet would be scored as 1 and the right-most response as a 6. The intervening responses are scored in the appropriate ascending order from left to right.

3) For all other tests, the responses are coded the same. It is recommended that the numeric keypad to the right of the keyboard be used. The alternatives on the answer sheets are depicted as alphabetic alternatives. These have to be converted to numeric values by the user on data entry. The coding values are as follows:

   a = 1 b = 2 c = 3 d = 4

   Thus, when a response is indicated as being an "*a*" on the answer sheet, the user enters the number *1* on the keypad, for a "*b*" a *2* is entered, for a "*c*" a *3* is entered, and for a "*d*" a *4* is entered.

Responses to test questions are entered as a continuous string of numbers and *MUST NOT CONTAIN BLANKS OR OTHER CHARACTERS.* Usually, the *INPUT* program will not proceed unless data are within range and of the correct number of characters.

Only test response data are evaluated for errors. They are screened for the range of data values, and the number of characters (i.e., test responses). All data whether test responses or literal information, should be entered exactly and carefully. All ***SPCS*** programs assume that entered data are correct.

INTERRUPTING EXECUTION

All ***SPCS*** programs can be halted while running in the standard Windows manner by simultaneously pressing the *Ctrl*, *Alt*, and *Delete* and terminating the running program when the Windows *Task Manager* window appears.

ERROR HANDLING

Error handling routines in the ***SPCS*** are very limited. They are restricted to Windows operating system routines for file handling and system access.

Entered data need to be totally correct. Literal data, such as file names, subject names, etc. cannot be screened at entry time. It is assumed that what is entered is correct.

Numeric data (responses to test questions) are screened for data values and the number of items. There are two exceptions to this process. They occur with the environment specific behavior inventories. For the last two data entries for the final inventory in each set of tests, two values are

entered, each in its own input window. If the values are out of range for either of the entries, then processing errors will occur. *THE USER IS ADVISED TO BE ESPECIALLY CAREFUL WHEN ENTERING THESE VALUES*. If the user realizes that wrong values have been entered and are included in the data file, it will have to be corrected with the Windows' *Notepad* program or a word processor. The erroneous values should be deleted and the correct ones inserted.

The limited error handling in the ***SPCS*** requires the user to develop the skills of entering data and using the programs. Attention to exact and correct data entry will reduce the number of repeated procedures and will produce a high degree of data integrity.

MISSING DATA ON ANSWER SHEETS OF BEHAVIOR INVENTORIES

In some inventories, such as the *Behavioral Inventories for Ice-hockey Players*, respondents are requested to not answer some questions that do not pertain to them. This also is required in the *Behavioral Inventories for Baseball Players* and *Behavioral Inventories for Softball Players*. Where such questions are left blank, the data for those questions should be entered as a *2*. When analyzing the majority of behavior inventory questions, the *2* response is ignored. If an answer sheet response is missing for a three-response question on a behavior inventory, a *2* should be entered in the data set. This will allow processing to proceed although no response was marked on the answer sheet. Missed questions will not be analyzed using this procedure. For all three-response alternative questions in behavior inventories, missing data can be entered as a *2* and all other questions can then be processed.

In contrast to the behavior inventories, all scaled tests need to be answered completely. It is inappropriate to guess any missing numbers. For test answer sheets to be used to generate a scale score, if one question answer is missing, that subject should be rejected until a valid and reliable answer can be inserted.

MISSING DATA

No program can function with missing data. Before accepting an answer sheet from an athlete, the test administrator should scan the answers for missing values and legible writing of the name and first initial. An answer sheet with missing values is worthless and cannot be processed.

SECTION 4
INSTALLING THE *SPCS*

The important aspects of this section are reproduced on the *SPCS_1* compact disk as an HTML file. The compact disk jacket describes accessing the HTML installation file. Installation of the ***SPCS*** involves three steps:

1. Setting up a folder on the main hard drive of the computer.
2. Copying appropriate folders from the *SPCS_1* compact disk to the hard drive.
3. Installing desired programs.

It is assumed that the user has at least a rudimentary knowledge of *Windows* and *Windows Explorer.* The *Windows Explorer* window should be displayed with two panels. Also, it is assumed that a mouse will be used to navigate around windows. When directions a given to "*click*" the mouse it is implied that the left mouse button will be pressed. Whenever the right mouse button is to be used it will be specifically designated as the "*right button*".

The information presented below is very detailed and elemental. Most of the procedures can be performed quickly by experienced Windows users. With each repetition of the steps, the procedures speed up and become easier. The user should not be daunted by the length and number of steps included in the descriptions below.

ENSURE THAT PROGRAMS ARE INSTALLED IN THE FOLDERS AS DIRECTED OTHERWISE RUN ERRORS WILL BE EXPERIENCED.

SETTING UP THE *SPCS_1* FOLDER ON THE HARD DRIVE

For this set of directions it will be assumed that *C:* is the hard drive partition that will be used. To establish the *SPCS_1* folder, execute the following steps.

1. Activate *Windows Explorer.*
2. Highlight the *Local Disk* (*C:*) directory.
3. Click on *File* in the *Windows Tool Bar* at the top of the window.
4. On the drop down menu click on *New*.
5. Slide the mouse to the right, highlight *Folder* and click on it.
6. If your *Windows Explorer* window has two panels, a folder title *New Folder* will appear in the left panel, and a duplicate one will usually appear at the bottom of the list in the right panel. In the right panel, the *New Folder* label is highlighted and in a rectangle. In the right panel type *SPCS_1*, which will rename the folder by replacing *New Folder.*
7. *SPCS_1* should be the folder in which all ***SPCS*** folders and programs are stored.

COPYING APPROPRIATE FOLDERS FROM THE *SPCS_1* COMPACT DISK TO THE *SPCS_1* FOLDER ON DRIVE *C:*

1. Insert the *SPCS_1* compact disk in a CD ROM drive.
2. In the left panel of the *Windows Explorer* window there will be an icon that shows a compact disk followed by the label *SPCS_1*. The label will be followed by the system letter for the drive in which the compact disk has been placed.
3. Click on the *SPCS_1* compact disk icon in the left panel. A folder labeled *SPCS_1* will appear underneath the disk name. Click on the folder labeled *SPCS_1* and its contents should then be displayed in the right panel.
4. A decision has to be made as to what folders on the *SPCS_1* compact disk should be copied to drive *C:*. It is possible to copy the whole list of contents but in reality a large portion will never be used or at most seldom will be used. It is recommended only folders that are likely to be used should be copied to the hard drive. The following is a list of suggested folders that should be copied first.
   - *AMSSE*
   - *ATHLETE*
   - *CCC*
   - *INPUT*
   - *MANUALS*
   - *SIES*
   - *SSCS*
   - Selected sport-specific folders
5. Holding down the *CTRL* (*Control*) key, click on each of the folders in the right panel that are to be moved to the *C:* drive. A number of highlighted folder names should result.
6. Release the *CTRL* key, click on one of the highlighted folders in the right panel with the mouse. Then holding down the left button on the mouse, drag the folders to the *SPCS_1* folder on the *C:* drive. All the folders will follow the dragged folder. When the *SPCS_1* label in the left panel is highlighted, the mouse button should be released.
7. All the desired folders should now reside on the *C:* hard drive. This process can be completed at any time to add more folders as demanded.

The files on the compact disk have the *Property Attribute* of being *Read-only* files. With that attribute files can be read but cannot be changed. That is a good protective attribute for the critical files that make ***SPCS*** programs run. However, it is a problem for data files that need to be altered. A number of data files are supplied in the test folder labeled *DATA*. To allow those files to be used for practice, it is worthwhile to alter the *Property Attribute* from *Read-only* to *Archive*. The following steps describe how to alter the *Read-only* attribute of data files. The *ATHLETE* folder will be referenced but the procedure is the same for all supplied data files.

1. Click on the *SPCS_1* folder in Drive *C:* in the left panel of *Windows Explorer*. Normally, that will cause the main folder content to expand and reveal all its sub-folders. If it does not, then click on the "+" sign in front of *SPCS_1* folder name. The contents of *SPCS_1* should be listed in the right panel.
2. Click on the *ATHLETE* folder name in the left panel. It should expand and reveal its contents in the right panel. If that does not occur, click on its "+" sign.
3. Still in the left panel, click on the *DATA* folder. Its contents should appear in the right panel.
4. Move to the right panel. Right-click on the first "*.txt*" file in the list of contents of the *DATA* folder.
5. In the drop-down menu that results from the right-click of the mouse, go to the bottom of the list and left-click on *Properties*. A window will open.
6. At the bottom of the small window is the *Attributes* label and alongside is a box with a check mark in it followed by the label *Read-only*. Uncheck the *Read-only* option and click in the box before *Archive*.
7. The *right-click-Properties-Attributes* sequence should be repeated for each file in each *DATA* folder in each *SPCS_1* sub-folder so they can be altered when practicing with ***SPCS*** programs.

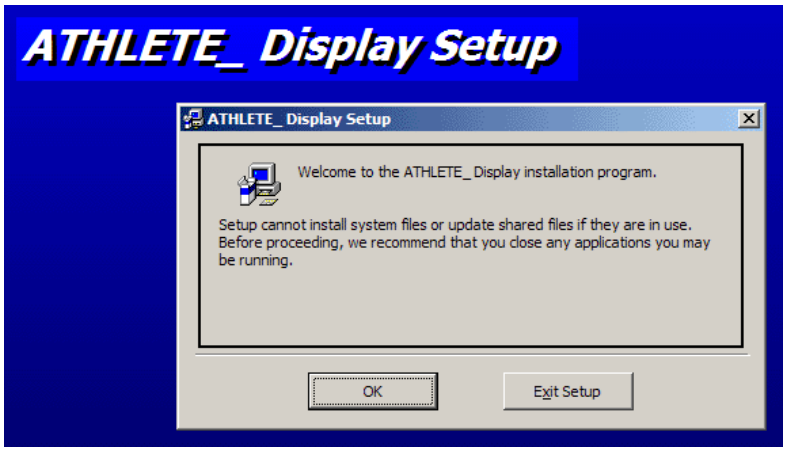
After the above actions, drive *C:* should contain elements of the ***SPCS*** that are initially of interest to the user. What remains is the installation of the programs.

INSTALLING DESIRED PROGRAMS

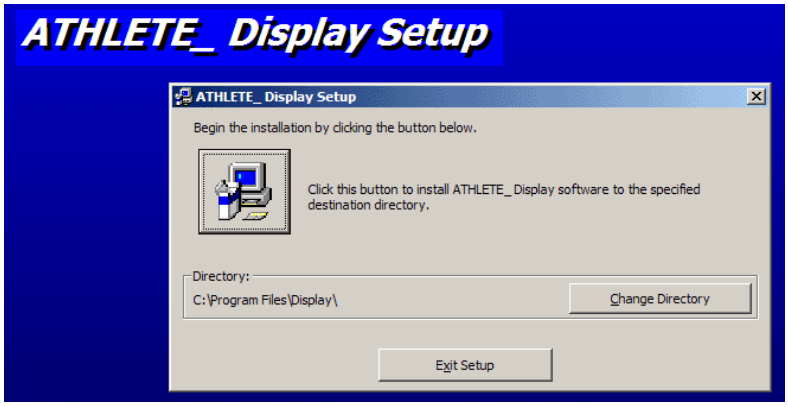
As with any Windows program, ***SPCS*** programs have to be installed on the computer. In most folders there are similar folder names and program names. For example, in the *ATHLETE* sub folder, the folder named *ATHLETE_Display* contains the "*setup.exe*" program that installs the *DISPLAY* program. In the *ATHLETE_GroupPrint* folder there is a *setup.exe* program that installs the *GROUPPRINT* program. The other two data-processing programs, *GROUPDISPLAY* and *PRINT*, are included in most folders.

For illustrative purposes, the *DISPLAY* program in the *ATHLETE* folder will be installed. The aim of any installation is to have the installed program reside in the test folder's *PROGRAMS* folder. In the case of *ATHLETE* programs that would be the *ATHLETE_PROGRAMS* folder. Windows will want to put the program being installed in its generic *Program Files* folder, but it is easier to keep track of what has been done with the ***SPCS*** if all its related elements are kept together. If programs are not installed in the *ATHLETE_PROGRAMS* folder, they will incur errors in execution.

1. Click the Windows *Start*.
2. Click *Run.*
3. Click *Browse* and navigate the Browse window to *setup.exe* in the *C:\SPCS_1\ATHLETE\ATHLETE_Display* folder.
4. Click on *setup.exe*; click *Open*; and then click *OK*.
5. The *Windows Installer* will be activated and stop on the adjacent window. Click *OK*.

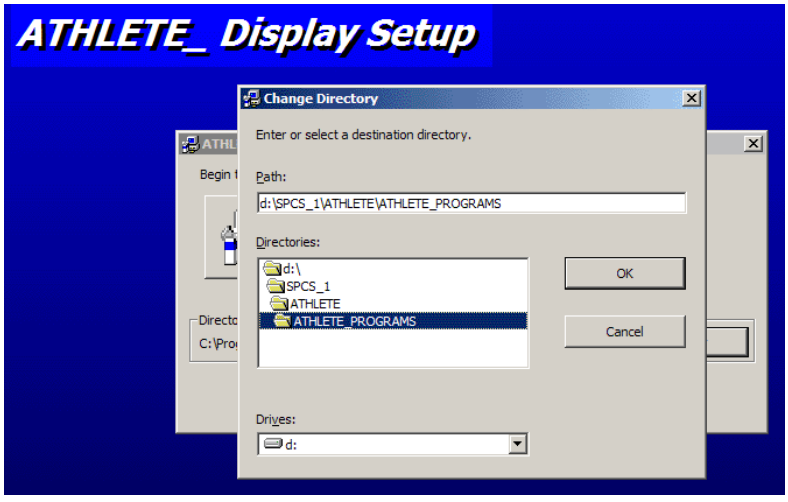

ATHLETE_ Display Setup
ATHLETE_ Display Setup
Welcome to the ATHLETE_ Display installation program.
Setup cannot install system files or update shared files if they are in use. Before proceeding, we recommend that you close any applications you may be running.
OK
Exit Setup

6. The next window suggests installing the program in the default *Program Files* folder (see below). However, the program must be installed in the *ATHLETE_PROGRAMS* folder. Click the *Change Directory* button and navigate to the folder, *C:\SPCS_1\ATHLETE\ ATHLETE_PROGRAMS*.


ATHLETE_ Display Setup
ATHLETE_ Display Setup
Begin the installation by clicking the button below.
Click this button to install ATHLETE_ Display software to the specified destination directory.
Directory:
C:\Program Files\Display\
Change Directory
Exit Setup

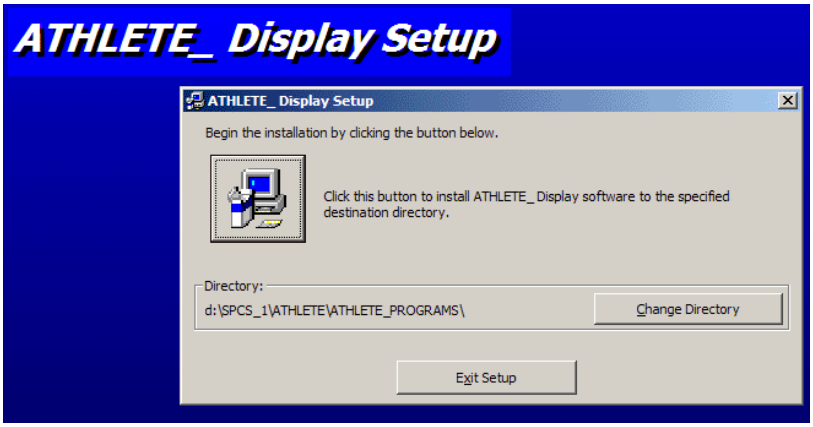
ATHLETE_PROGRAMS should be displayed in the "*Path*" box.

Note: In this example the *D:* is the hard drive.

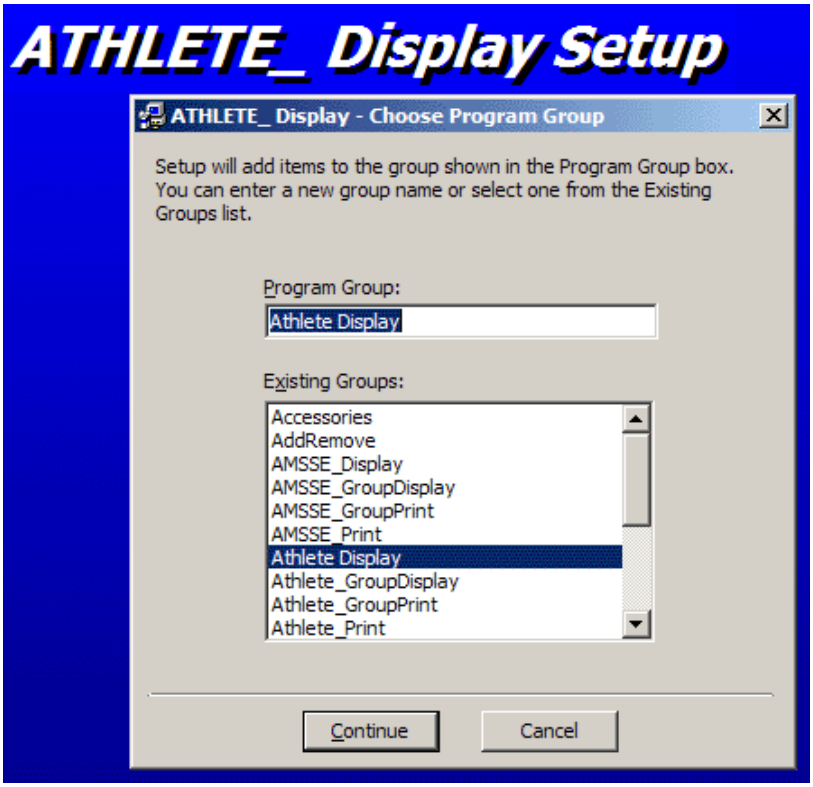


7. The window then changes to show the new destination folder. The path that is displayed should be checked to ensure it ends in the *ATHLETE_PROGRAMS* folder.

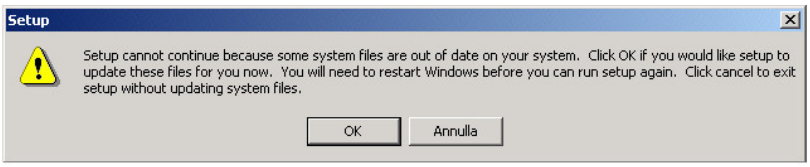
   The icon that displays the computer picture should be clicked.


ATHLETE_ Display Setup
ATHLETE_ Display Setup
Begin the installation by clicking the button below.
Click this button to install ATHLETE_ Display software to the specified destination directory.
Directory:
d:\SPCS_1\ATHLETE\ATHLETE_PROGRAMS\
Change Directory
Exit Setup

8. Click *Continue* on the next Window.

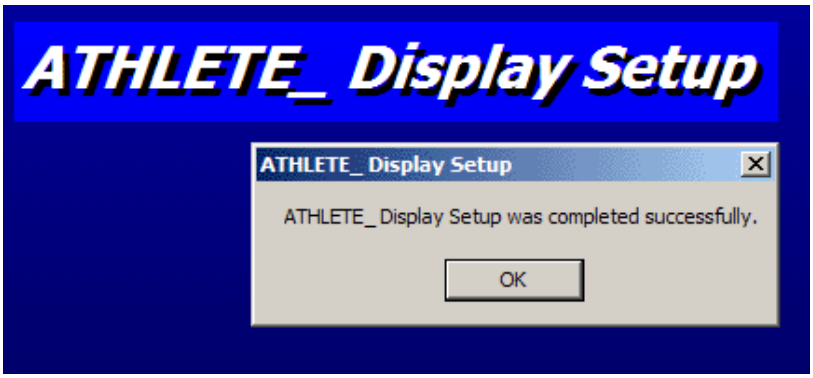


9. Depending upon the version of Windows on your machine, the Setup message in the adjacent window might display. Always click *OK*.


Setup
Setup cannot continue because some system files are out of date on your system. Click OK if you would like setup to update these files for you now. You will need to restart Windows before you can run setup again. Click cancel to exit setup without updating system files.
OK
Annulla

10. The window affirming successful installation of the *ATHLETE_Display* program is displayed.

    Installation is complete.



The illustrated installation of the *ATHLETE_Display* program contains all the steps that occur with any ***SPCS*** program. There are some recommendations that the user might like to follow when installing programs.

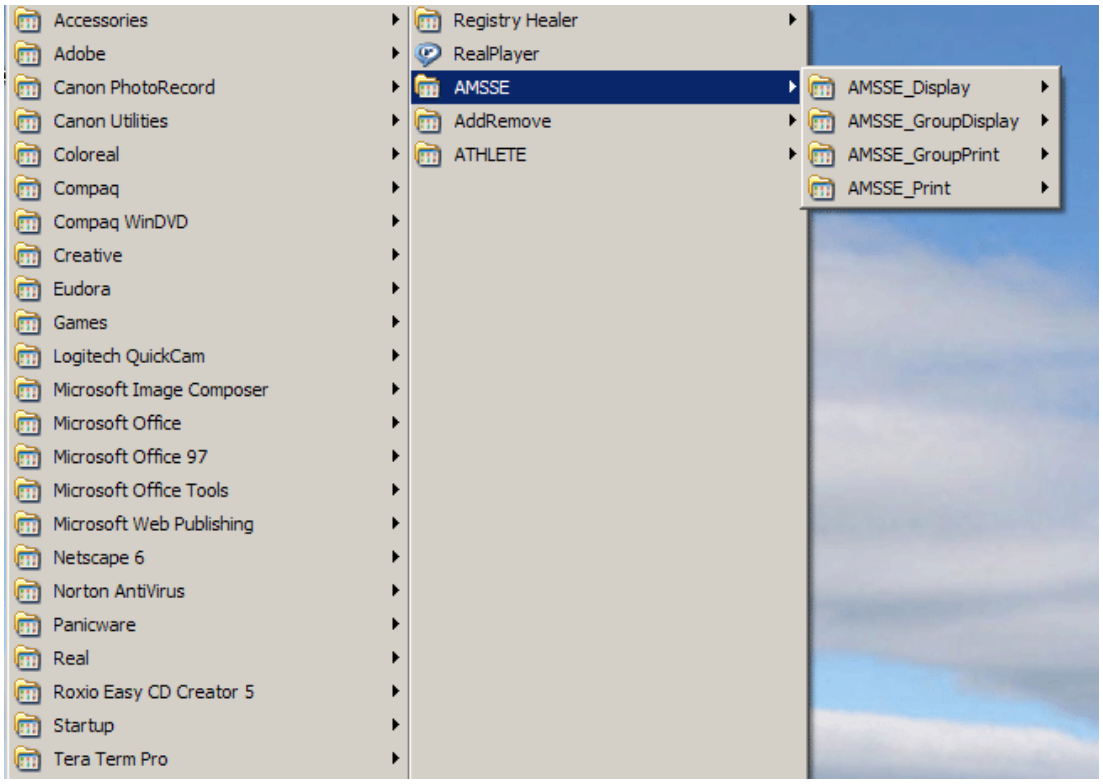
1. Normally, there are four programs in a sub-folder. In the case of the *ATHLETE* folder, the executable program derived from the *ATHLETE_Display setup.exe* program was installed in the required *ATHLETE_PROGRAMS* folder. For the other three installations (*ATHLETE_GroupDisplay*, *ATHLETE_Print*, and *ATHLETE_GroupPrint*, their executable files should also be installed into the *ATHLETE_PROGRAMS* folder. If that is accomplished all the user significant programs for the *ATHLETE* folder will be in one sub-folder. Residence of all installed programs in the *ATHLETE_PROGRAMS* folder is mandatory.

   With other folders' programs, for example those in the *AMSSE* folder, the runtime programs that are developed through the setup procedure should be installed in the *AMSSE_PROGRAMS* folder. All programs from a particular folder should be installed in that folder's *_PROGRAMS* folder.

2. Installed programs will be listed in the *Windows Programs* list. To view the installation, click on the following sequence:

   Start → Programs

   When too many individual programs are listed in the *Start Menu Programs* folder, they should be combined into folders that when clicked in the *Start Menu Programs* folder will show a second level of programs (see illustration below).



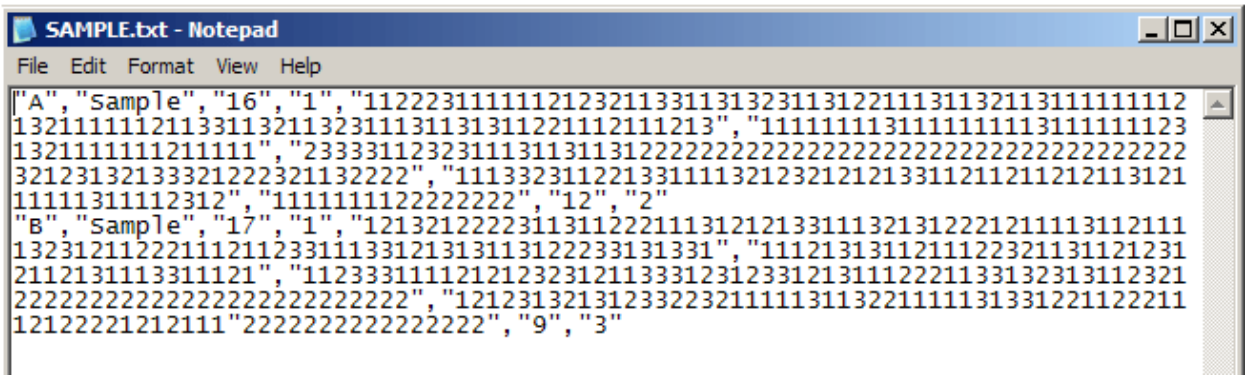
Each evaluation tool in the *SPCS_1* system has its own folder. All programs and data associated with a tool's folder should be included in that folder. The *SPCS_1* programs are written with that assumption in mind and will not run if files outside of the pertinent folder are indicated when appropriate file information is input into a running program.

The steps for running like-named programs in the *SPCS_1* system are similar. That repetition makes the *SPCS_1* very easy to learn.

SECTION 5
THE INPUT PROGRAM

The *INPUT* program (*SPCS_input.exe*) is a single program for entering test results for all programs in the ***SPCS***. A feature of the program is its insistence on the user entering correct information. Double-checking on user decisions is common. When data are entered, they are checked for the number of items entered and the range of those items. If an error occurs, the user is asked to re-enter all the information for the inventory or test being used. This stringency is imperative because ***SPCS*** programs only run when the data and program boundaries are fulfilled. This is purposely designed because of the ethical requirement to only consider accurate, valid, and reliable information when making a decision that concerns the welfare of an athlete or client.

Every data item entered will appear in a file as a string data value and is represented in the following format: *"1111111"*, for numerical data and *"Johnson"*, for alphabetic data. The double-quotes (quotation marks) and comma are the delineation boundaries for the string data format. In the supplied *.txt* files in the *DATA* folders, not every file has contents that match the described format. ***SPCS*** programs can read other data formats where elements are separated by commas. Some of those files are supplied. The format of data storage produced by the *INPUT* program is illustrated below as it appears in *Notepad*.. It contains two baseball players' responses to the *Psychological Inventories for Baseball Players*.

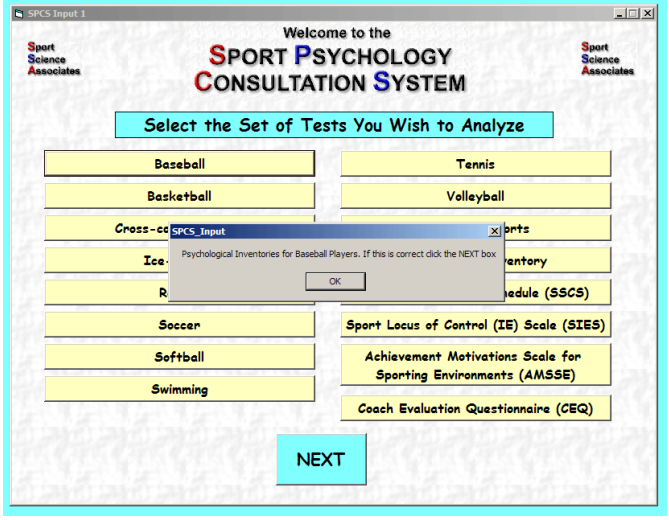


In the installation process, the program *SPCS_input.exe* should have been installed in the *C:\SPCS_1\INPUT\INPUT_PROGRAMS* folder. If it is not resident in that folder, remove the current program through the *Windows Add/Remove Programs* procedure that can be activated from the *Windows Control Pane*. Then reinstall it in the appropriate folder as described here.

STEPS FOR USING THE *INPUT* PROGRAM

1. Click on *SPCS_input.exe* in the *INPUT_PROGRAMS* folder in the *INPUT* folder, to launch the program. The standard ***SPCS*** splash screen that signals the initiation of an ***SPCS*** program appears. Click the *START* button to proceed.

2. The first step is to tell *INPUT* what is the ***SPCS*** test that has been used and for which data will be entered. Click on the yellow bar that indicates the test ("*All Other Sports*" indicates the *ATHLETE* inventories). A confirmation message box appears to double-check that the correct test indicator has been selected. If the selection is correct, click *OK* in the message box and then the *NEXT* button.

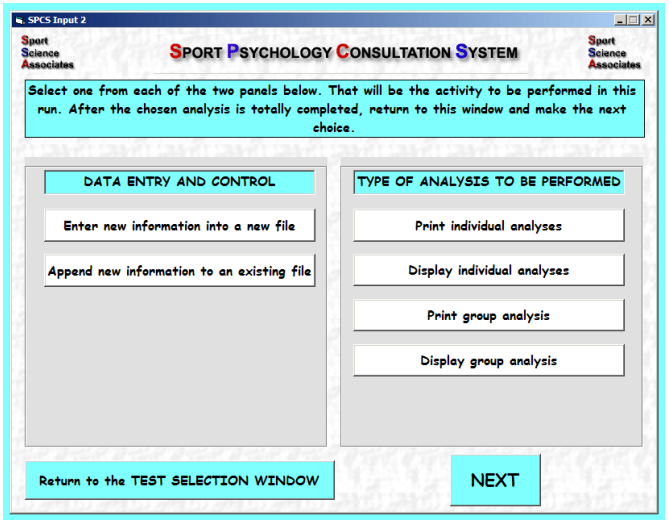


3. The next window prompts the user to indicate the eventual use of the data. It has two panels for each of which a response must be entered.

   If the data are new and need to be entered in a new file, click the first option in the left panel.

   If the data are new but need to be appended (added) to an existing file, click the second option.

   The selection in this panel must be accurate. An incorrect selection could ruin existing data.


SPCS Input 2
SPORT PSYCHOLOGY CONSULTATION SYSTEM
Select one from each of the two panels below. That will be the activity to be performed in this run. After the chosen analysis is totally completed, return to this window and make the next choice.
DATA ENTRY AND CONTROL
Enter new information into a new file
Append new information to an existing file
TYPE OF ANALYSIS TO BE PERFORMED
Print individual analyses
Display individual analyses
Print group analysis
Display group analysis
Return to the TEST SELECTION WINDOW
NEXT

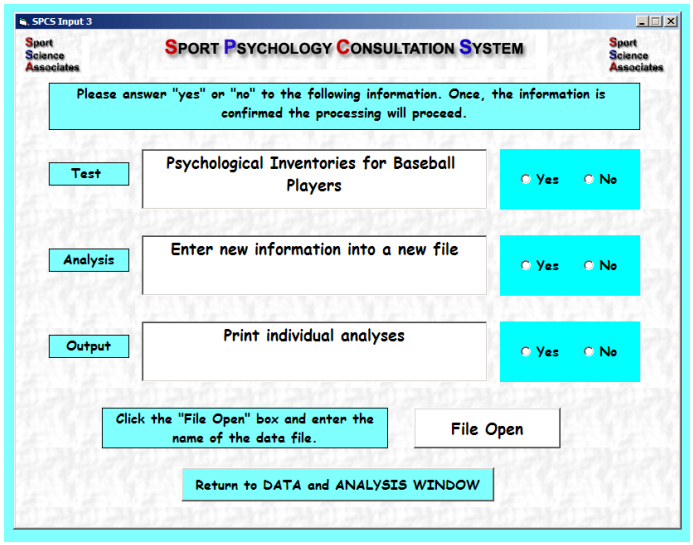
A message box asking if your selection was correct will appear. Click *OK* in the message box.

The second panel contains four choices and at present selecting a "*correct*" option is not critical. This panel exists for future intended developments in the ***SPCS***. Select an option and then click *OK* in its message panel

There are two buttons at the bottom of the page. The first allows the user to return to the previous window and select a different test or re-select the test. Rarely will this be used but if the need to backtrack selections arises, the opportunity to do so exists. The second button allows proceeding to the next window if a response has been registered for each of the two panels in this current window.

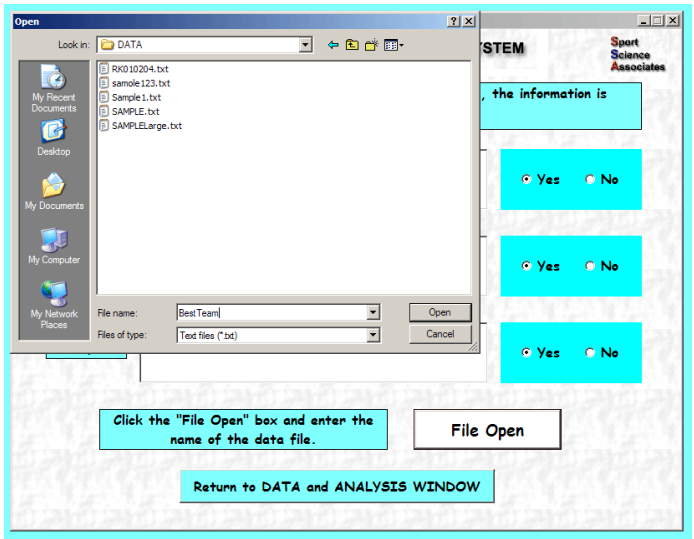
Click *NEXT* to proceed to the next window.

4. This window summarizes the choices made so far. Check each entry and click "*yes*" if correct or "*no*" if incorrect. An entry for each of the three choices is required. If a *no* alternative is selected, go to the bottom of the window and click the "*Return to DATA and ANALYSES WINDOW*" button.



The second critical stage of data input involves the next action, the designation of the file to be activated for the data input.

Click on the *File Open* button and a standard file navigation window will appear as is illustrated on the right.



The next step governs the success or failure of the input process.

NAVIGATE TO THE *DATA* FOLDER IN THE APPROPRIATE TEST FOLDER BEFORE ENTERING ANY INFORMATION.

The "*Look in*" panel should contain the word *DATA*.

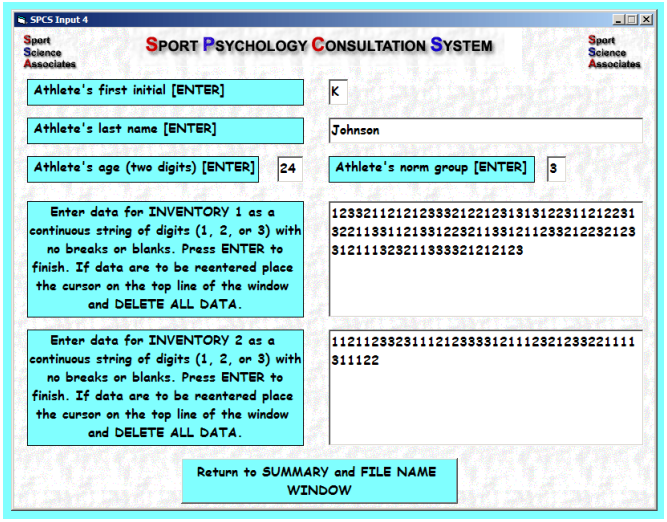
In the "*File name*" panel, enter the name of the new file to be established if that is the purpose of the data entry.

Click the "*Open*" button and a message box window will appear to confirm this. Click *Yes* in the message box.

Do not select an existing file name for the entry of new data. Any existing data in the selected file would be erased and the new data will be all that resides in the file after entry.

If the purpose of the data entry is to add more data to an existing file, select that file from the list of files in the *DATA* folder. Click *Open*.

5. After establishing the file name and location of the intended data storage, the next window to appear is the first for actual data entry. Because of the information nominated in previous steps, *INPUT* knows the test to be scored and presents the appropriate window. Data must be entered for every cell to make an analysis meaningful. Missing information is not tolerated in ***SPCS*** programs.


SPCS Input 4
Sport Science Associates
SPORT PSYCHOLOGY CONSULTATION SYSTEM
Sport Science Associates
Athlete's first initial [ENTER]
K
Athlete's last name [ENTER]
Johnson
Athlete's age (two digits) [ENTER]
24
Athlete's norm group [ENTER]
3
Enter data for INVENTORY 1 as a continuous string of digits (1, 2, or 3) with no breaks or blanks. Press ENTER to finish. If data are to be reentered place the cursor on the top line of the window and DELETE ALL DATA.
Enter data for INVENTORY 2 as a continuous string of digits (1, 2, or 3) with no breaks or blanks. Press ENTER to finish. If data are to be reentered place the cursor on the top line of the window and DELETE ALL DATA.
Return to SUMMARY and FILE NAME WINDOW

In this explanation, data for the *BASEBALL* inventories are illustrated. If the user becomes confused about the procedure or wants to change the file name, the button "*Return to SUMMARY and FILE NAME WINDOW*" should be clicked.

Enter the first name initial of the athlete where indicated. Only one character is permitted. Press "*Enter*" on the keyboard. The cursor will relocate to the next window.

Enter the athlete's last name. A maximum of 40 characters is permitted. Press *Enter*.

Enter the athlete's age. One or two numbers can be entered.

Enter the norm group indicated on the answer sheet. If none is recorded on the answer sheet, enter either a "*3*" for a male or a "*6*" for a female. That entry will at least record the gender of the athlete.

Descriptions of what to enter for data are contained in the green text boxes on the left of the window. Enter data as numbers in the white spaces provided. This requires converting alphabetic choices on the answer sheet to numbers. The rules for entry are as follows:

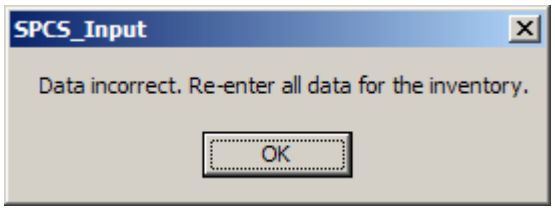
- The responses for the *Coach Evaluation Questionnaire* are the numeric values indicated by the subject on the answer sheet.
- The responses for the *Sport Self-control Schedule* are entered as numbers ranging from 1 to 6. A left-most response on the answer sheet would be scored as 1 and the right-most response as a 6. The intervening responses are scored in the appropriate ascending order from left to right.

- For all other tests, the responses are coded the same. It is recommended that the numeric keypad to the right of the keyboard be used. The alternatives on the answer sheets are depicted as alphabetic alternatives. These have to be converted to numeric values by the user on data entry. The coding values are as follows:

  a = 1 **b = 2** **c = 3** **d = 4**

- Thus, when a response is indicated as being an "a" on the answer sheet, the user enters the number *1* on the keypad, for a "*b*" a *2* is entered, for a "*c*" a *3* is entered, and for a "d" a 4 is entered.

If data are out of acceptable range or the data string is of incorrect length, the adjacent message box will appear.

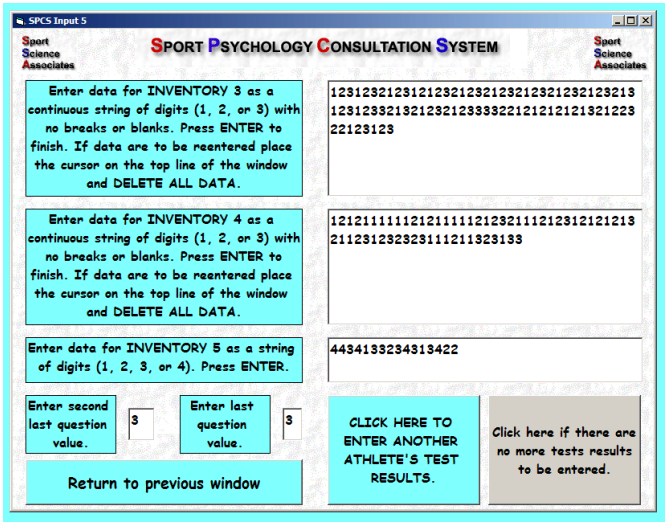


All previously entered data should be deleted and the "*Delete*" button on the keyboard pressed at least two times to remove any invisible control characters.

In this example, data have been entered for the first two inventories in the *Psychological Inventories for Baseball Players.*

After entering correct data for the second inventory, *INPUT* will automatically present the next window in the data entry process.

6. The second window provides panels for entering data for the third, fourth, and fifth inventories and the last two answers for the fifth inventory. Data for the inventories should be entered in the same manner as for the previous window.


SPCS Input 5
Sport Science Associates
SPORT PSYCHOLOGY CONSULTATION SYSTEM
Sport Science Associates
Enter data for INVENTORY 3 as a continuous string of digits (1, 2, or 3) with no breaks or blanks. Press ENTER to finish. If data are to be reentered place the cursor on the top line of the window and DELETE ALL DATA.
123123212312321232123212321232123213
123123321321232123333221212121213212232212123
Enter data for INVENTORY 4 as a continuous string of digits (1, 2, or 3) with no breaks or blanks. Press ENTER to finish. If data are to be reentered place the cursor on the top line of the window and DELETE ALL DATA.
12121111112121111121232111212312121321121123123232311211323133
Enter data for INVENTORY 5 as a string of digits (1, 2, 3, or 4). Press ENTER.
44341333234313422
Enter second last question value.
3
Enter last question value.
3
CLICK HERE TO ENTER ANOTHER ATHLETE'S TEST RESULTS.
Click here if there are no more tests results to be entered.
Return to previous window

There are only four inventories in the *Behavioral Inventories for Athletes*, not five.

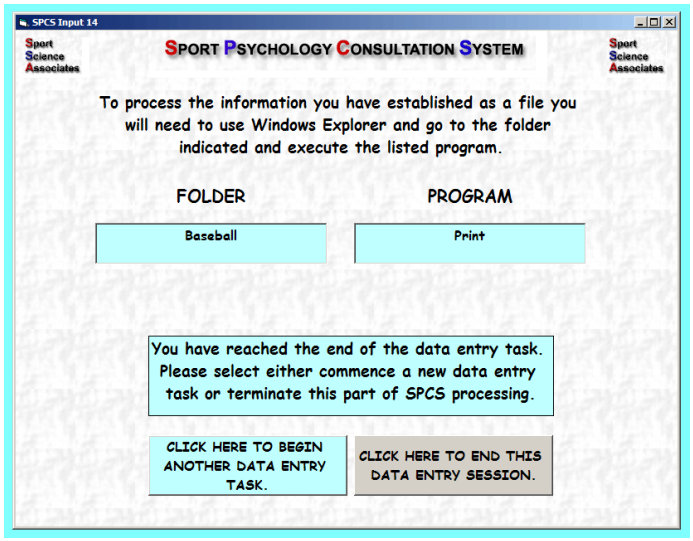
The second last question on behavior inventories allows for one or two digit responses. In the appropriate box, enter the value indicated by the athlete. There is no length-of-data check for this inventory. If a value greater than 14 is entered, an execution error will occur and the whole data entry process will have to be repeated from step 1.

The last question value on the behavior inventory should be entered in the next box. Only one number can be entered. If a value greater than 4 is entered, an execution error will occur and the whole data entry process will have to be repeated from step 1.

To proceed, click the appropriate button to continue or end the data entry session.

7. The last window for data entry notes the *SPCS_1* folder and the program to run the data that have been entered.

   From this window the user can begin another data entry task or end the data entry session. If another entry task is elected, the user is returned to the first data entry window (nomination of the test) and the full data entry procedure is followed. The program terminates execution if the end of the data session is clicked.

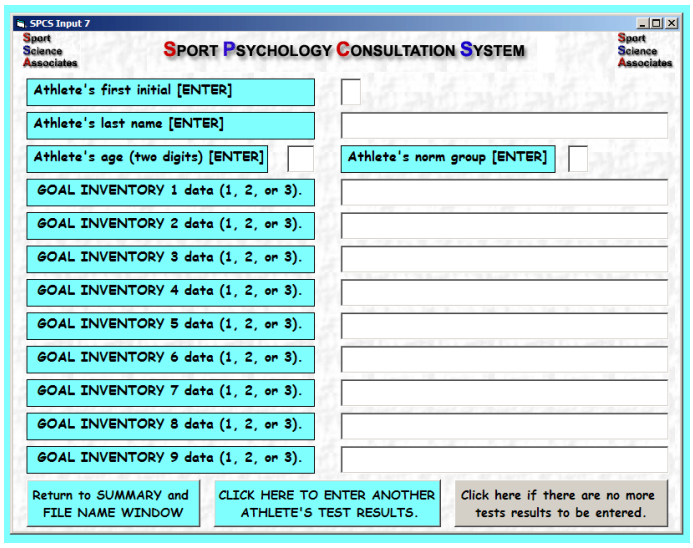

SPCS Input 14
Sport Science Associates
SPORT PSYCHOLOGY CONSULTATION SYSTEM
Sport Science Associates
To process the information you have established as a file you will need to use Windows Explorer and go to the folder indicated and execute the listed program.
FOLDER
PROGRAM
Baseball
Print
You have reached the end of the data entry task. Please select either commence a new data entry task or terminate this part of SPCS processing.
CLICK HERE TO BEGIN ANOTHER DATA ENTRY TASK.
CLICK HERE TO END THIS DATA ENTRY SESSION.

OTHER INPUT WINDOWS

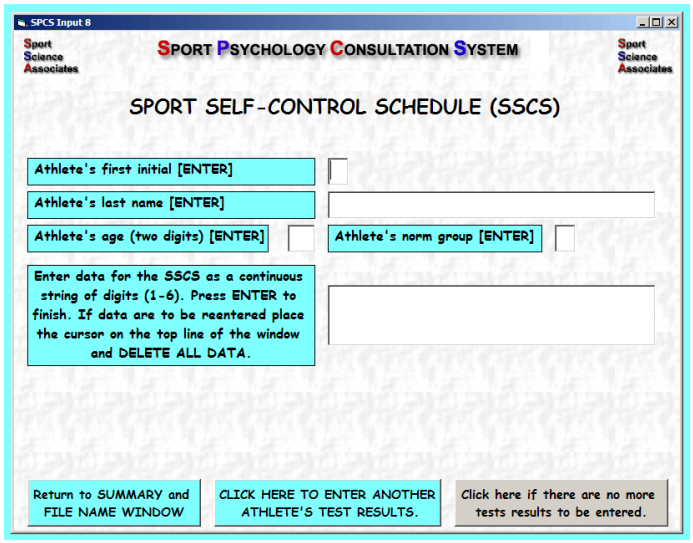
The *INPUT* program provides individual windows for entering data for the *Goal-setting Inventory* and the four scaled tests in the ***SPCS*** package. Data entry in all windows is similar. A good feature of the scaled test entry forms is the user is restricted to entering no more than the required number of data characters. The data boxes on all forms are similar with directions of what to enter provided alongside the entry panels.

1. All data for the *Goal-setting Inventory* are entered on the one page as illustrated in the adjacent figure. Each *Goal Inventory* panel will limit the number of characters that can be entered.

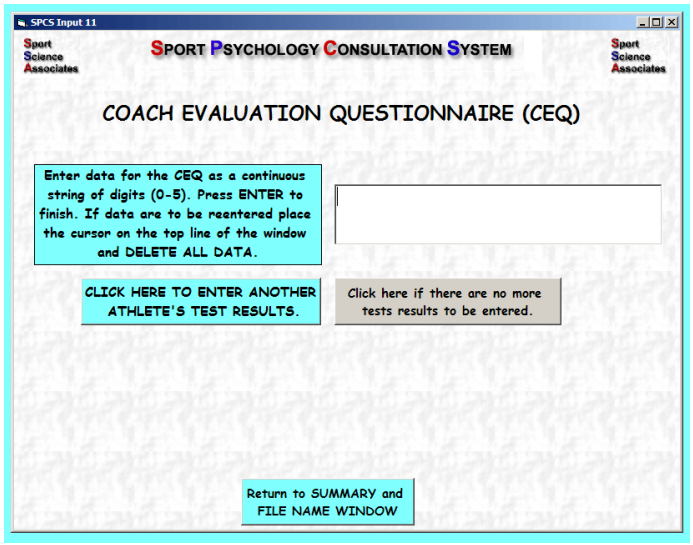
   The option buttons at the bottom of the window act in a similar manner to those already explained.


SPCS Input 7
Sport Science Associates
SPORT PSYCHOLOGY CONSULTATION SYSTEM
Sport Science Associates
Athlete's first initial [ENTER]
Athlete's last name [ENTER]
Athlete's age (two digits) [ENTER]
Athlete's norm group [ENTER]
GOAL INVENTORY 1 data (1, 2, or 3).
GOAL INVENTORY 2 data (1, 2, or 3).
GOAL INVENTORY 3 data (1, 2, or 3).
GOAL INVENTORY 4 data (1, 2, or 3).
GOAL INVENTORY 5 data (1, 2, or 3).
GOAL INVENTORY 6 data (1, 2, or 3).
GOAL INVENTORY 7 data (1, 2, or 3).
GOAL INVENTORY 8 data (1, 2, or 3).
GOAL INVENTORY 9 data (1, 2, or 3).
Return to SUMMARY and FILE NAME WINDOW
CLICK HERE TO ENTER ANOTHER ATHLETE'S TEST RESULTS.
Click here if there are no more tests results to be entered.

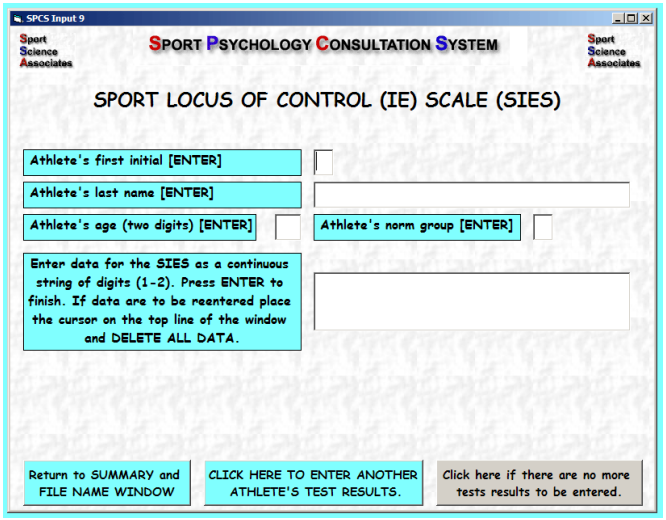
2. The window for the *SSCS* is illustrated in the adjacent figure. All data entry descriptions and areas are similar to other panels.


SPCS Input 8
Sport Science Associates
SPORT PSYCHOLOGY CONSULTATION SYSTEM
Sport Science Associates
SPORT SELF-CONTROL SCHEDULE (SSCS)
Athlete's first initial [ENTER]
Athlete's last name [ENTER]
Athlete's age (two digits) [ENTER]
Athlete's norm group [ENTER]
Enter data for the SSCS as a continuous string of digits (1-6). Press ENTER to finish. If data are to be reentered place the cursor on the top line of the window and DELETE ALL DATA.
Return to SUMMARY and FILE NAME WINDOW
CLICK HERE TO ENTER ANOTHER ATHLETE'S TEST RESULTS.
Click here if there are no more tests results to be entered.

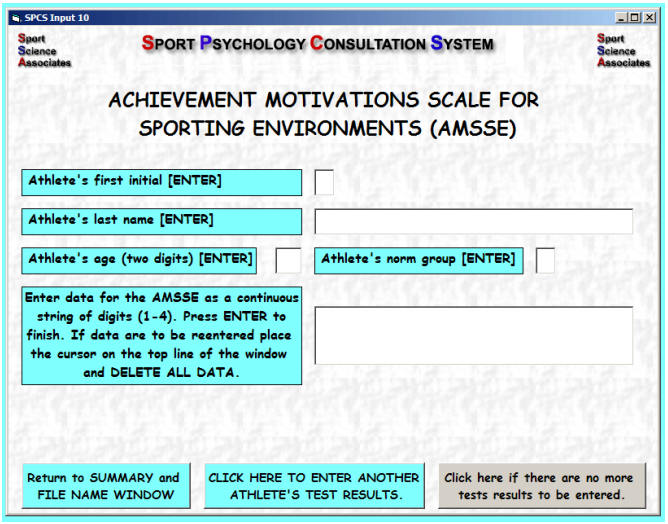
3. The *CEQ* is the only test that requires only test data to be entered. Responses to the *CEQ* are anonymous leaving only the test information to be recorded.


SPCS Input 11
Sport Science Associates
SPORT PSYCHOLOGY CONSULTATION SYSTEM
Sport Science Associates
COACH EVALUATION QUESTIONNAIRE (CEQ)
Enter data for the CEQ as a continuous string of digits (0-5). Press ENTER to finish. If data are to be reentered place the cursor on the top line of the window and DELETE ALL DATA.
CLICK HERE TO ENTER ANOTHER ATHLETE'S TEST RESULTS.
Click here if there are no more tests results to be entered.
Return to SUMMARY and FILE NAME WINDOW

4. The adjacent picture is of the *SIES* data input window.


SPCS Input 9
Sport Science Associates
SPORT PSYCHOLOGY CONSULTATION SYSTEM
Sport Science Associates
SPORT LOCUS OF CONTROL (IE) SCALE (SIES)
Athlete's first initial [ENTER]
Athlete's last name [ENTER]
Athlete's age (two digits) [ENTER]
Athlete's norm group [ENTER]
Enter data for the SIES as a continuous string of digits (1-2). Press ENTER to finish. If data are to be reentered place the cursor on the top line of the window and DELETE ALL DATA.
Return to SUMMARY and FILE NAME WINDOW
CLICK HERE TO ENTER ANOTHER ATHLETE'S TEST RESULTS.
Click here if there are no more tests results to be entered.

5. The adjacent picture is of the *AMSSE* data input window.


SPCS Input 10
Sport Science Associates
SPORT PSYCHOLOGY CONSULTATION SYSTEM
Sport Science Associates
ACHIEVEMENT MOTIVATIONS SCALE FOR SPORTING ENVIRONMENTS (AMSSE)
Athlete's first initial [ENTER]
Athlete's last name [ENTER]
Athlete's age (two digits) [ENTER]
Athlete's norm group [ENTER]
Enter data for the AMSSE as a continuous string of digits (1-4). Press ENTER to finish. If data are to be reentered place the cursor on the top line of the window and DELETE ALL DATA.
Return to SUMMARY and FILE NAME WINDOW
CLICK HERE TO ENTER ANOTHER ATHLETE'S TEST RESULTS.
Click here if there are no more tests results to be entered.

This completes the explanation of procedures involved with the *INPUT* program. The user is encouraged to practice using the *INPUT* program. It should become readily apparent after practicing with one or two entry routines that the green panels are self-explanatory and the entry procedures are simple. The main task for the user is to enter data accurately.

SECTION 6

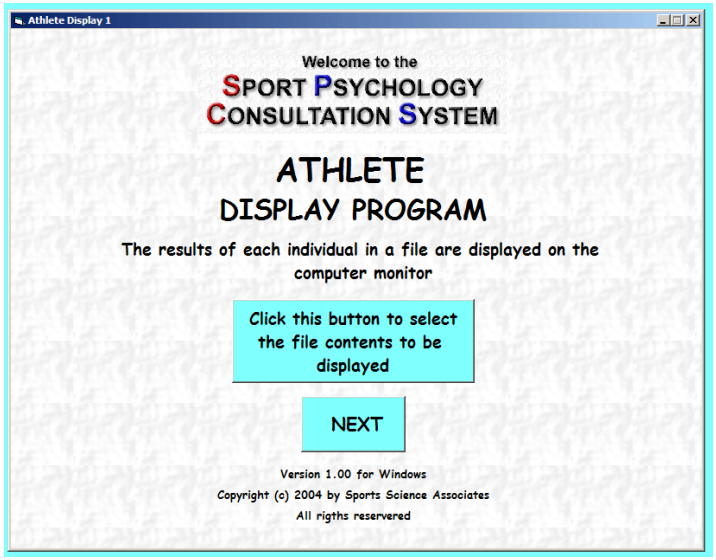
THE DISPLAY PROGRAM

The *DISPLAY* program produces individual athlete analyses that are displayed on the computer monitor. All athletes in a file are displayed in the sequential order that they appear in the file. The steps for running a *DISPLAY* analysis are self-explanatory as directions are presented in each program window. Those windows are reproduced below. The *DISPLAY* program in the *ATHLETE* folder will be used for demonstration purposes. It is assumed that the *ATHLETE_Display.exe* program has been installed.

STEPS FOR USING THE *DISPLAY* PROGRAM

1. Click on *ATHLETE_Display.exe* in the *ATHLETE_PROGRAMS* folder in the *ATHLETE* folder, to launch the program. The standard ***SPCS*** splash screen that signals the initiation of an ***SPCS*** program appears. Click the *START* button to proceed.

2. The first *DISPLAY* window announces the main test folder (*ATHLETE*) and the program (*DISPLAY PROGRAM*). The first task is to locate the file to be analyzed. Click on the button that starts the file selection procedure.


Athlete Display 1
Welcome to the
SPORT PSYCHOLOGY
CONSULTATION SYSTEM
ATHLETE
DISPLAY PROGRAM
The results of each individual in a file are displayed on the computer monitor
Click this button to select the file contents to be displayed
NEXT
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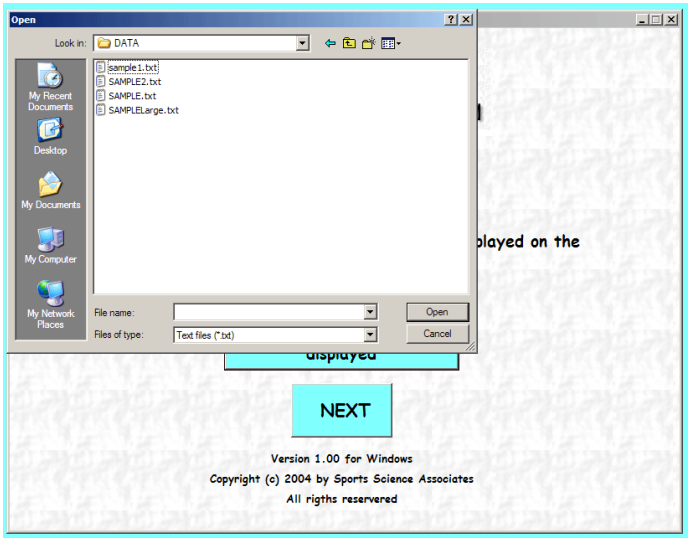
3. Click on the *File Open* button and a standard Windows file navigation window will appear as illustrated on the right.



   The next step governs the success or failure of the process.

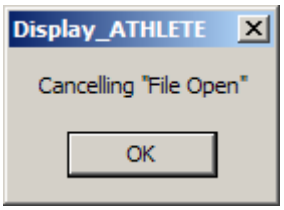
   NAVIGATE TO THE *DATA* FOLDER IN THE *ATHLETE* FOLDER.

   The *Look in* panel should contain the word *DATA*.

   Click on the file to be analyzed.

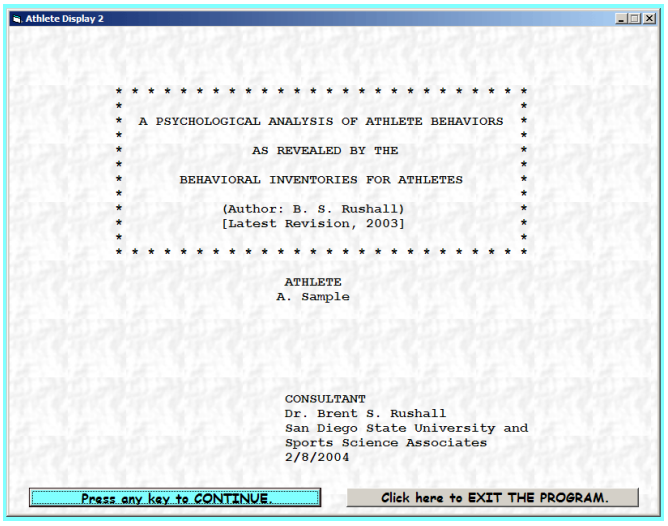
   Click the *Open* button and the small window closes automatically.

   Click the *NEXT* button in the original window to proceed to the next step.



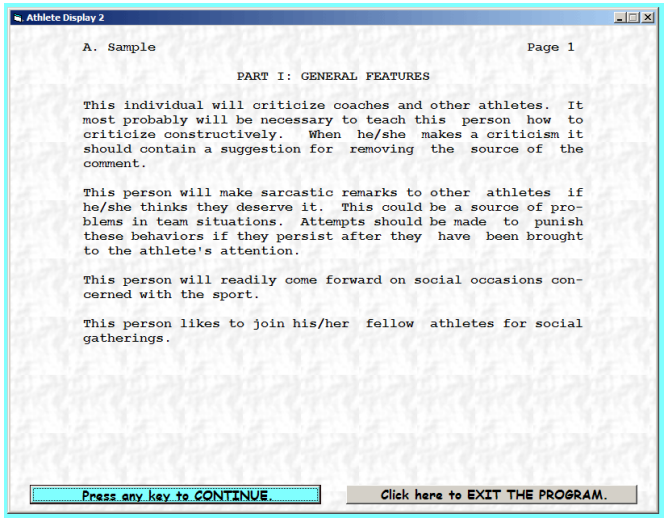
   An error is made if the *NEXT* button is clicked before a file is selected. The adjacent message box might appear. Click *OK* and terminate the program. If the message box does not appear, then a Windows execution error panel occurs. Click the *End* option. Start the analysis again.

4. The first page of the analysis is the next window. This is the header page for the first athlete in the file. At the bottom of the page are two bars. A change in user behavior is required. The green bar on the left is the progress bar. Progress forward from one page to another occurs when any key on the keyboard is pressed. There is no provision for going backward in the sequential file execution. If something is missed, all the user can do is start the analysis again.

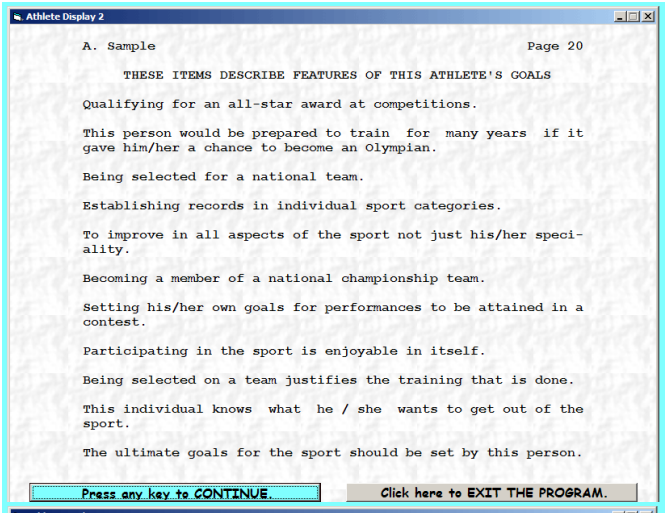


   If the other bar is clicked transfer to the termination page will occur.

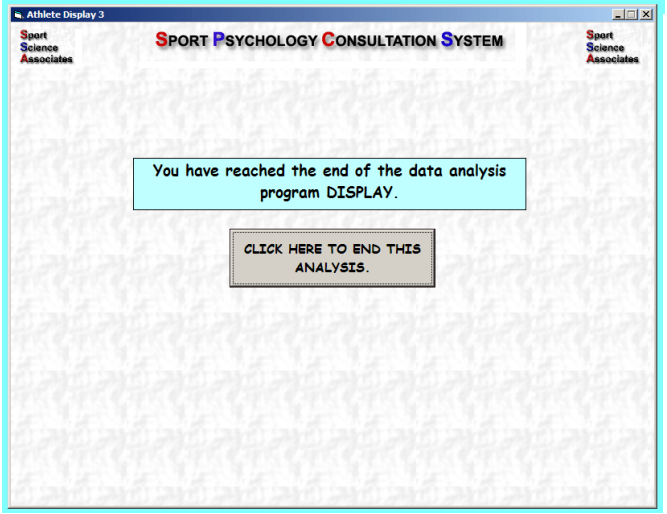
5. The first page of the analysis is revealed. Pressing the *CONTINUE* bar will progress the analysis to subsequent pages.


Athlete Display 2
A. Sample
Page 1
PART I: GENERAL FEATURES
This individual will criticize coaches and other athletes. It most probably will be necessary to teach this person how to criticize constructively. When he/she makes a criticism it should contain a suggestion for removing the source of the comment.
This person will make sarcastic remarks to other athletes if he/she thinks they deserve it. This could be a source of problems in team situations. Attempts should be made to punish these behaviors if they persist after they have been brought to the athlete's attention.
This person will readily come forward on social occasions concerned with the sport.
This person likes to join his/her fellow athletes for social gatherings.
Press any key to CONTINUE.
Click here to EXIT THE PROGRAM.

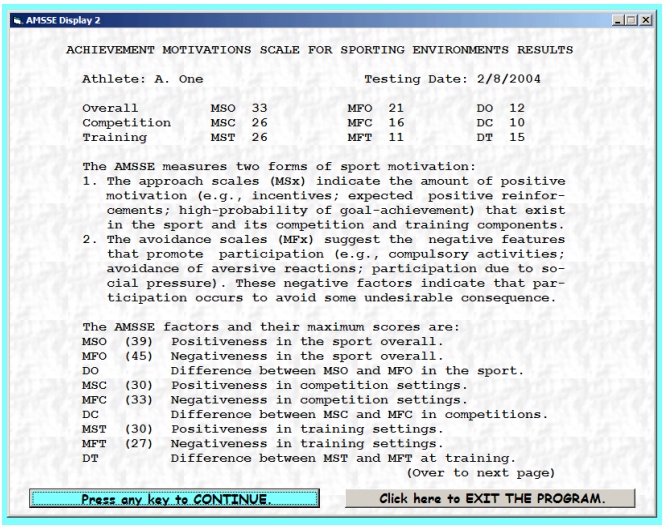
6. The page on the right is another example of an analysis page. Each displayed page has an ascending page number. When the analysis is finished for the athlete whose name is displayed on the left side of the page header, a new analysis begins. A new header page and page numbering begins for that individual.

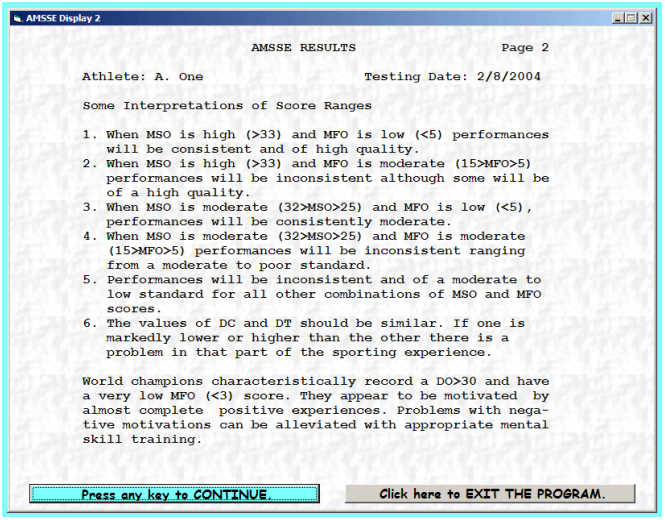

Athlete Display 2
A. Sample
Page 20
THESE ITEMS DESCRIBE FEATURES OF THIS ATHLETE'S GOALS
Qualifying for an all-star award at competitions.
This person would be prepared to train for many years if it gave him/her a chance to become an Olympian.
Being selected for a national team.
Establishing records in individual sport categories.
To improve in all aspects of the sport not just his/her speciality.
Becoming a member of a national championship team.
Setting his/her own goals for performances to be attained in a contest.
Participating in the sport is enjoyable in itself.
Being selected on a team justifies the training that is done.
This individual knows what he / she wants to get out of the sport.
The ultimate goals for the sport should be set by this person.
Press any key to CONTINUE.
Click here to EXIT THE PROGRAM.

7. If the *EXIT* bar is pressed, or there no longer are any data in the file being analyzed, the window on the right is displayed. Click the *END THE ANALYSIS* button to exit the program.

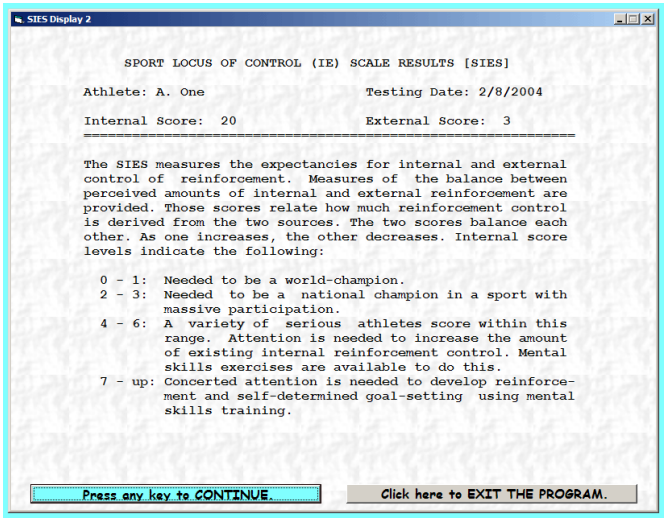

Athlete Display 3
Sport Science Associates
SPORT PSYCHOLOGY CONSULTATION SYSTEM
Sport Science Associates
You have reached the end of the data analysis program DISPLAY.
CLICK HERE TO END THIS ANALYSIS.

8. The *AMSSE_Display.exe* program in the *AMSSE_PROGRAMS* folder generates two pages of analysis for a subject. An example of each page is on the right.

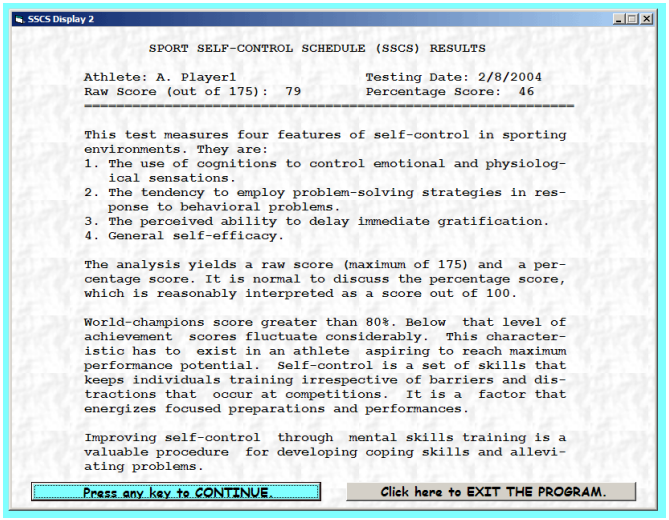

AMSSE Display 2
ACHIEVEMENT MOTIVATIONS SCALE FOR SPORTING ENVIRONMENTS RESULTS
Athlete: A. One
Testing Date: 2/8/2004
Overall MSO 33 MFO 21 DO 12
Competition MSC 26 MFC 16 DC 10
Training MST 26 MFT 11 DT 15
The AMSSE measures two forms of sport motivation:
1. The approach scales (MSx) indicate the amount of positive motivation (e.g., incentives; expected positive reinforcements; high-probability of goal-achievement) that exist in the sport and its competition and training components.
2. The avoidance scales (MFx) suggest the negative features that promote participation (e.g., compulsory activities; avoidance of aversive reactions; participation due to social pressure). These negative factors indicate that participation occurs to avoid some undesirable consequence.
The AMSSE factors and their maximum scores are:
MSO (39) Positiveness in the sport overall.
MFO (45) Negativeness in the sport overall.
DO Difference between MSO and MFO in the sport.
MSC (30) Positiveness in competition settings.
MFC (33) Negativeness in competition settings.
DC Difference between MSC and MFC in competitions.
MST (30) Positiveness in training settings.
MFT (27) Negativeness in training settings.
DT Difference between MST and MFT at training.
(Over to next page)
Press any key to CONTINUE.
Click here to EXIT THE PROGRAM.


AMSSE Display 2
AMSSE RESULTS
Page 2
Athlete: A. One
Testing Date: 2/8/2004
Some Interpretations of Score Ranges
1. When MSO is high (>33) and MFO is low (<5) performances will be consistent and of high quality.
2. When MSO is high (>33) and MFO is moderate (15>MFO>5) performances will be inconsistent although some will be of a high quality.
3. When MSO is moderate (32>MSO>25) and MFO is low (<5), performances will be consistently moderate.
4. When MSO is moderate (32>MSO>25) and MFO is moderate (15>MFO>5) performances will be inconsistent ranging from a moderate to poor standard.
5. Performances will be inconsistent and of a moderate to low standard for all other combinations of MSO and MFO scores.
6. The values of DC and DT should be similar. If one is markedly lower or higher than the other there is a problem in that part of the sporting experience.
World champions characteristically record a DO>30 and have a very low MFO (<3) score. They appear to be motivated by almost complete positive experiences. Problems with negative motivations can be alleviated with appropriate mental skill training.
Press any key to CONTINUE.
Click here to EXIT THE PROGRAM.

9. The *SIES_Display.exe* program in the *SIES_PROGRAMS* folder generates one page of analysis for a subject. An example of that page is on the right.


SIES Display 2
SPORT LOCUS OF CONTROL (IE) SCALE RESULTS [SIES]
Athlete: A. One
Testing Date: 2/8/2004
Internal Score: 20
External Score: 3
The SIES measures the expectancies for internal and external control of reinforcement. Measures of the balance between perceived amounts of internal and external reinforcement are provided. Those scores relate how much reinforcement control is derived from the two sources. The two scores balance each other. As one increases, the other decreases. Internal score levels indicate the following:
0 - 1: Needed to be a world-champion.
2 - 3: Needed to be a national champion in a sport with massive participation.
4 - 6: A variety of serious athletes score within this range. Attention is needed to increase the amount of existing internal reinforcement control. Mental skills exercises are available to do this.
7 - up: Concerted attention is needed to develop reinforcement and self-determined goal-setting using mental skills training.
Press any key to CONTINUE.
Click here to EXIT THE PROGRAM.

10. The *SSCS_Display.exe* program in the *SSCS_PROGRAMS* folder generates one page of analysis for a subject. An example of that page is on the right.


SSCS Display 2
SPORT SELF-CONTROL SCHEDULE (SSCS) RESULTS
Athlete: A. Player1
Testing Date: 2/8/2004
Raw Score (out of 175): 79
Percentage Score: 46
This test measures four features of self-control in sporting environments. They are:
1. The use of cognitions to control emotional and physiological sensations.
2. The tendency to employ problem-solving strategies in response to behavioral problems.
3. The perceived ability to delay immediate gratification.
4. General self-efficacy.
The analysis yields a raw score (maximum of 175) and a percentage score. It is normal to discuss the percentage score, which is reasonably interpreted as a score out of 100.
World-champions score greater than 80%. Below that level of achievement scores fluctuate considerably. This characteristic has to exist in an athlete aspiring to reach maximum performance potential. Self-control is a set of skills that keeps individuals training irrespective of barriers and distractions that occur at competitions. It is a factor that energizes focused preparations and performances.
Improving self-control through mental skills training is a valuable procedure for developing coping skills and alleviating problems.
Press any key to CONTINUE.
Click here to EXIT THE PROGRAM.

This completes the explanation of how to run the *DISPLAY* programs.

SECTION 7

THE GROUPDISPLAY PROGRAM

The *GROUPDISPLAY* program produces a grouped-athlete analysis that is displayed on the computer monitor. Each analysis diagnostic is displayed. All athletes for whom the diagnostic is appropriate are displayed below the diagnostic. The steps for running a *GROUPDISPLAY* analysis are self-explanatory as directions are presented in each program window. Those windows are presented below. The *GROUPDISPLAY* program in the *ATHLETE* folder will be used for demonstration purposes. It is assumed that the *ATHLETE_GroupDisplay.exe* program has been installed.

STEPS FOR USING THE *GROUPDISPLAY* PROGRAM

1. In the *ATHLETE_PROGRAMS folder, c*lick *ATHLETE_GroupDisplay.exe* folder in the *ATHLETE* folder, to launch the program. The standard ***SPCS*** splash screen that signals the initiation of an ***SPCS*** program appears. Click the *START* button to proceed.

2. The first *GROUPDISPLAY* window announces the main test folder (*ATHLETE*) and the *GROUPDISPLAY PROGRAM*. The first task is to enter the name of the group of athletes being analyzed in the group-name panel. Here the name is "*Athlete Sample*". Next locate the file to be analyzed. Click on the button that starts the file selection procedure.

Athlete GroupDisplay 1
Welcome to the
SPORT PSYCHOLOGY
CONSULTATION SYSTEM
ATHLETE
GROUPDISPLAY PROGRAM
The results of individuals in a file are displayed as a group on the computer monitor
Enter the name of the group to be analyzed below.
Athlete Sample
Click this button to select the file contents to be displayed.
NEXT
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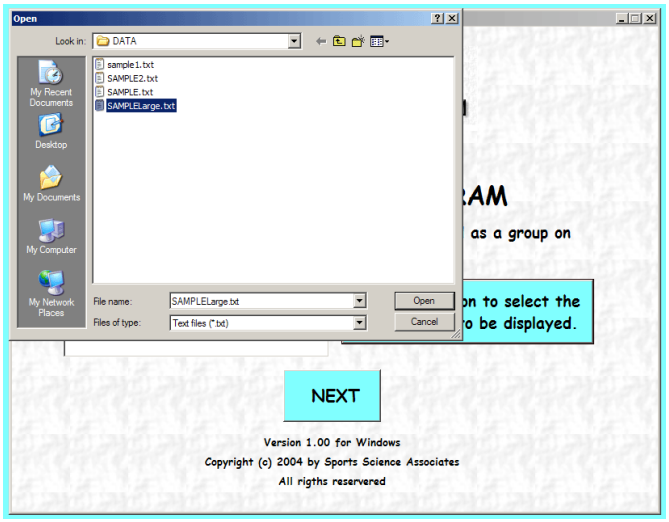
3. Click on the *File Open* button on the open window and a standard file Windows navigation window will appear as illustrated on the right.



   The next step governs the success or failure of the process.

   NAVIGATE TO THE *DATA* FOLDER IN THE *ATHLETE* FOLDER.

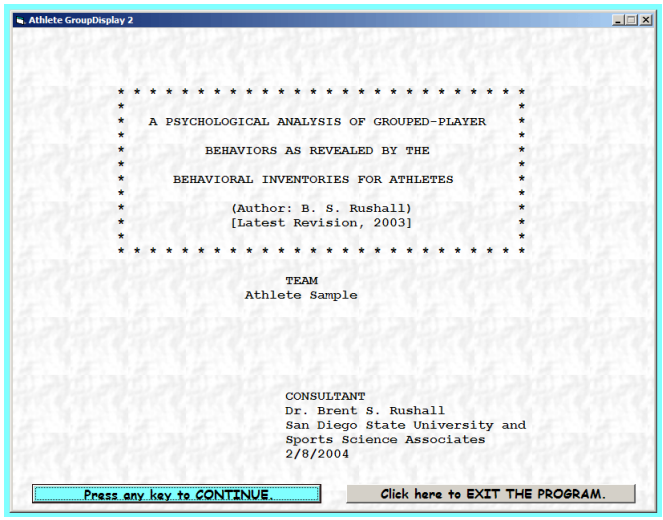
   The *Look in* panel should contain the word *DATA*.

   Click on the file to be analyzed.

   Click the *Open* button and the small window closes automatically.

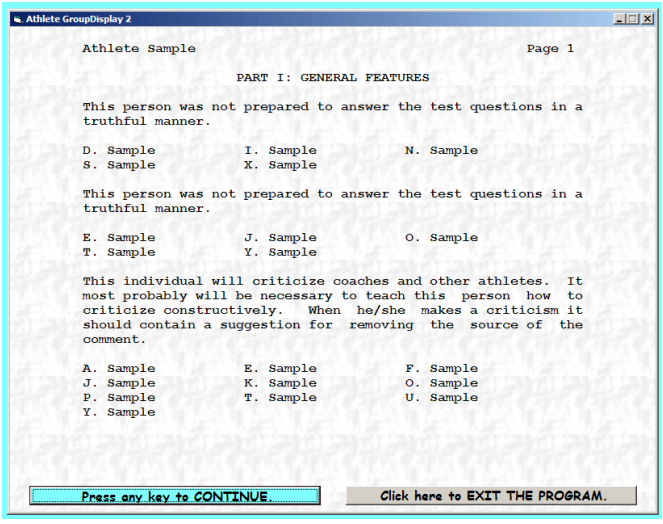
   Click the *NEXT* button on the main window to proceed to the next step.

4. The first page of the analysis is the next window to appear. This is the header page for the group. At the bottom of the page are two bars. A change in user behavior is required. The green bar on the left is the progress bar. Progress forward from one page to another occurs when any key on the keyboard is pressed. There is no provision for going backward in the sequential file execution. If something is missed, all the user can do is start the analysis again.

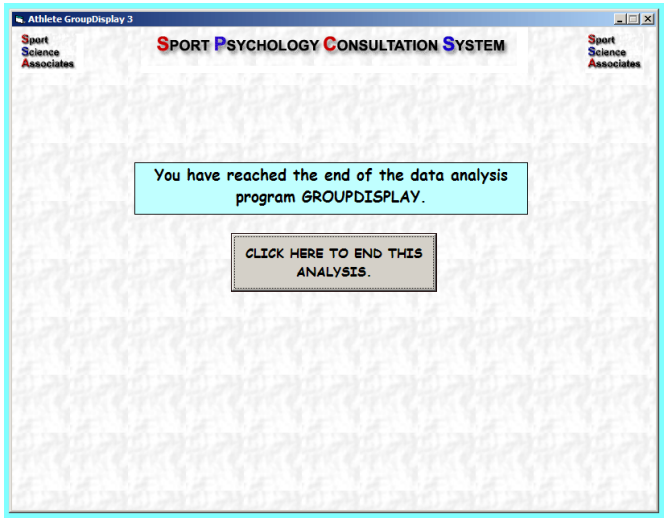


   If the other bar is clicked transfer to the termination page will occur.

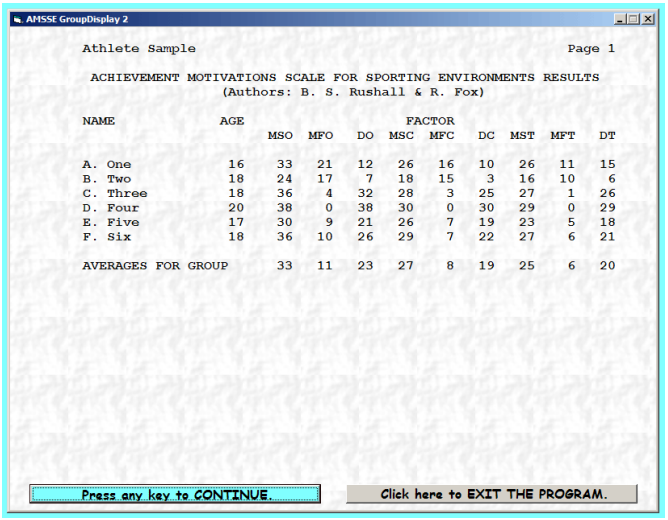
5. The first page of the analysis is revealed. Pressing the *CONTINUE* bar will progress the analysis to subsequent pages.


Athlete GroupDisplay 2
Athlete Sample
Page 1
PART I: GENERAL FEATURES
This person was not prepared to answer the test questions in a truthful manner.
D. Sample
I. Sample
N. Sample
S. Sample
X. Sample
This person was not prepared to answer the test questions in a truthful manner.
E. Sample
J. Sample
O. Sample
T. Sample
Y. Sample
This individual will criticize coaches and other athletes. It most probably will be necessary to teach this person how to criticize constructively. When he/she makes a criticism it should contain a suggestion for removing the source of the comment.
A. Sample
E. Sample
F. Sample
J. Sample
K. Sample
O. Sample
P. Sample
T. Sample
U. Sample
Y. Sample
Press any key to CONTINUE.
Click here to EXIT THE PROGRAM.

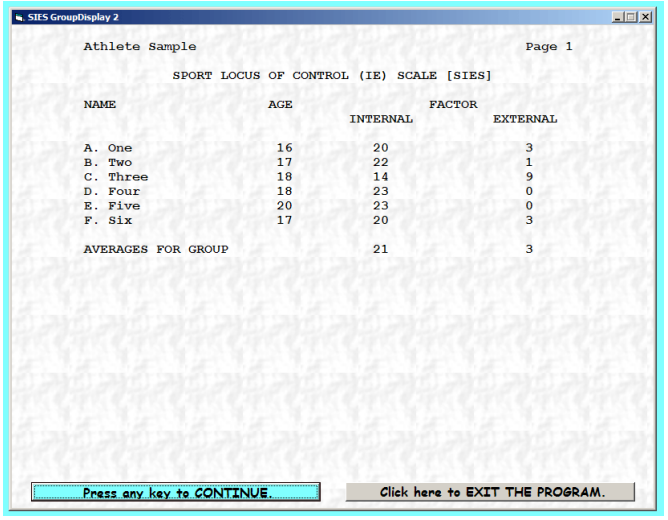
6. If the *EXIT* bar is pressed, or there no longer are any data in the file being analyzed the window on the right is displayed. Click the *END THE ANALYSIS* button to exit the program.


Athlete GroupDisplay 3
Sport Science Associates
SPORT PSYCHOLOGY CONSULTATION SYSTEM
Sport Science Associates
You have reached the end of the data analysis program GROUPDISPLAY.
CLICK HERE TO END THIS ANALYSIS.

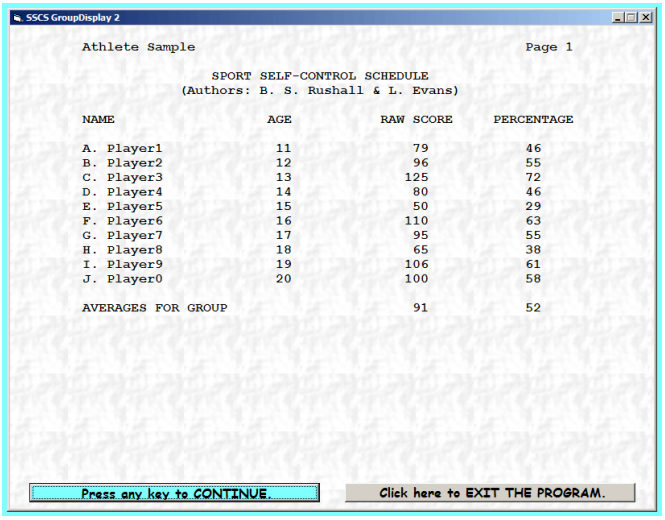
7. In the *AMSSE_ PROGRAMS* folder, the *AMSSE_GroupDisplay.exe* program generates as many pages as needed to display one line of scores for each subject. Averages for each *AMSSE* element conclude the listing. An example of a page is on the right.


AMSSE GroupDisplay 2
Athlete Sample Page 1
ACHIEVEMENT MOTIVATIONS SCALE FOR SPORTING ENVIRONMENTS RESULTS
(Authors: B. S. Rushall & R. Fox)
NAME AGE FACTOR
MSO MFO DO MSC MFC DC MST MFT DT
A. One 16 33 21 12 26 16 10 26 11 15
B. Two 18 24 17 7 18 15 3 16 10 6
C. Three 18 36 4 32 28 3 25 27 1 26
D. Four 20 38 0 38 30 0 30 29 0 29
E. Five 17 30 9 21 26 7 19 23 5 18
F. Six 18 36 10 26 29 7 22 27 6 21
AVERAGES FOR GROUP 33 11 23 27 8 19 25 6 20
Press any key to CONTINUE.
Click here to EXIT THE PROGRAM.

8. The *SIES_GroupDisplay.exe* program in the *SIES_PROGRAMS* folder generates as many pages as needed to display one line of scores for each subject. Averages for each *SIES* element conclude the listing. An example of a page is on the right.


SIES GroupDisplay 2
Athlete Sample Page 1
SPORT LOCUS OF CONTROL (IE) SCALE [SIES]
NAME AGE FACTOR
INTERNAL EXTERNAL
A. One 16 20 3
B. Two 17 22 1
C. Three 18 14 9
D. Four 18 23 0
E. Five 20 23 0
F. Six 17 20 3
AVERAGES FOR GROUP 21 3
Press any key to CONTINUE.
Click here to EXIT THE PROGRAM.

9. The *SSCS_GroupDisplay.exe* program in the *SSCS_PROGRAMS* folder generates as many pages as needed to display one line of scores for each subject. Averages for each *SSCS* element conclude the listing. An example of a page is on the right.


SSCS GroupDisplay 2
Athlete Sample
Page 1
SPORT SELF-CONTROL SCHEDULE
(Authors: B. S. Rushall & L. Evans)
NAME AGE RAW SCORE PERCENTAGE
A. Player1 11 79 46
B. Player2 12 96 55
C. Player3 13 125 72
D. Player4 14 80 46
E. Player5 15 50 29
F. Player6 16 110 63
G. Player7 17 95 55
H. Player8 18 65 38
I. Player9 19 106 61
J. Player0 20 100 58
AVERAGES FOR GROUP 91 52
Press any key to CONTINUE.
Click here to EXIT THE PROGRAM.

This completes the explanation of how to run the *GROUPDISPLAY* programs.

SECTION 8

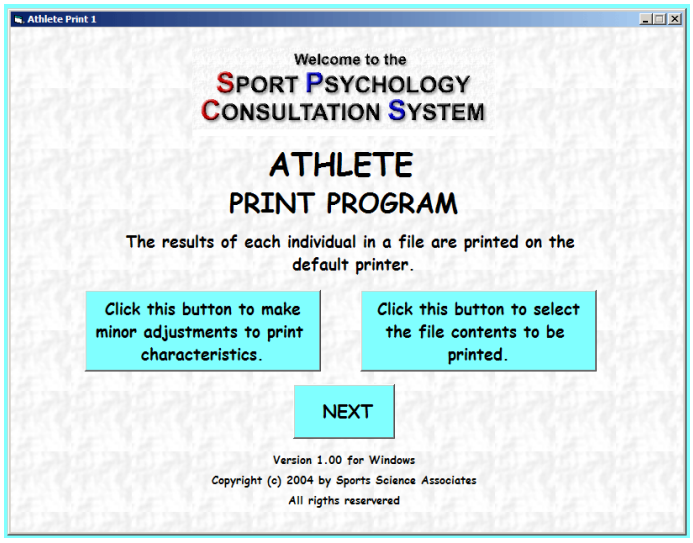
THE PRINT PROGRAM

The *PRINT* program produces individual athlete analyses that are printed on the computer default printer or a printer selected for the task. All athletes in a file are printed in the sequential order that they occur in the file. The steps for running a *PRINT* analysis are self-explanatory as directions are presented in each program window. Those windows are reproduced below. The *PRINT* program in the *ATHLETE* folder will be used for demonstration purposes. It is assumed that the *ATHLETE_Print.exe* program has been installed.

STEPS FOR USING THE *PRINT* PROGRAM

1. Click *ATHLETE_Print.exe* in the *ATHLETE_PROGRAMS* folder in the *ATHLETE* folder, to launch the program. The standard ***SPCS*** splash screen that signals the initiation of an ***SPCS*** program appears. Click the *START* button to proceed.

2. The first *PRINT* window announces the main test folder (*ATHLETE*) and the program (*PRINT PROGRAM*). The first task is to locate the file to be analyzed. Click on the button that starts the file selection procedure.


Athlete Print 1
Welcome to the
SPORT PSYCHOLOGY
CONSULTATION SYSTEM
ATHLETE
PRINT PROGRAM
The results of each individual in a file are printed on the default printer.
Click this button to make minor adjustments to print characteristics.
Click this button to select the file contents to be printed.
NEXT
Version 1.00 for Windows
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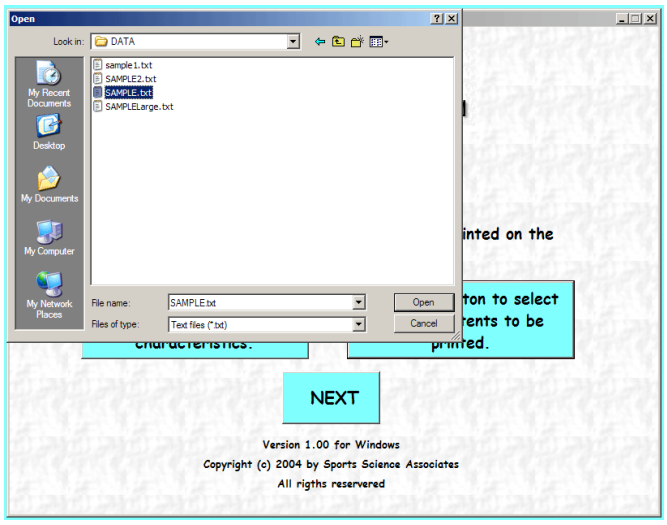
3. Click on the *File Open* button and a standard Windows file navigation window will appear as illustrated on the right.



   The next step governs the success or failure of the process.

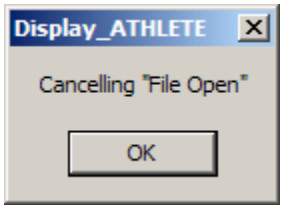
   NAVIGATE TO THE *DATA* FOLDER IN THE *ATHLETE* FOLDER.

   The *Look in* panel should contain the word *DATA*.

   Click on the file to be analyzed.

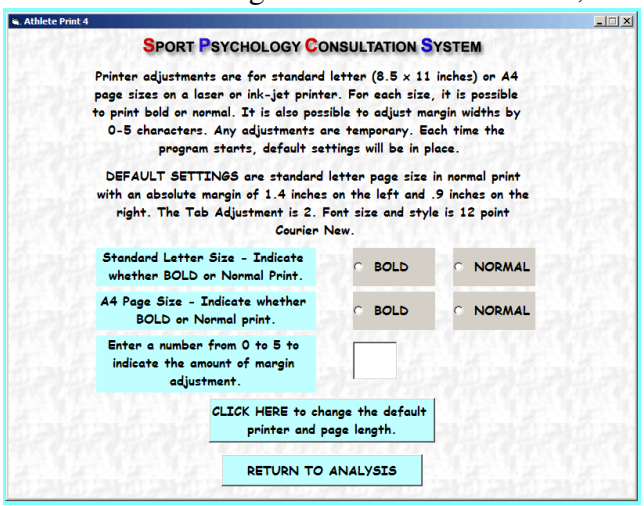
   Click the *Open* button and the small window closes automatically.

   Click the *NEXT* button in the original window to proceed to the next step.



   An error is made if the *NEXT* button is clicked before a file is selected. The adjacent message box might appear. Click *OK* and terminate the program. If the message box does not appear, then a Windows execution error panel occurs. Click the *End* option. Start the analysis again.

4. The *PRINT* program provides the opportunity to modify printer settings. If no modifications are elected, the Windows default printer and its settings will be used. However, it is possible to override the default settings and printer. By clicking on the left green button in the *PRINT PROGRAM* opening window, the first of two printer-modification windows appears.

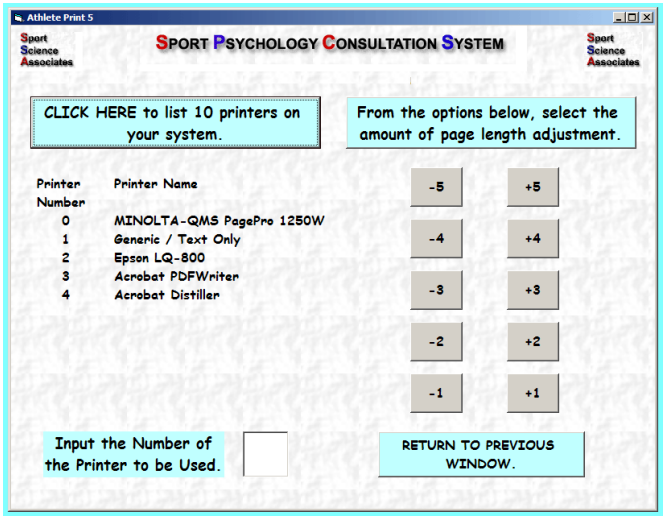

Athlete Print 4
SPORT PSYCHOLOGY CONSULTATION SYSTEM
Printer adjustments are for standard letter (8.5 x 11 inches) or A4 page sizes on a laser or ink-jet printer. For each size, it is possible to print bold or normal. It is also possible to adjust margin widths by 0-5 characters. Any adjustments are temporary. Each time the program starts, default settings will be in place.
DEFAULT SETTINGS are standard letter page size in normal print with an absolute margin of 1.4 inches on the left and .9 inches on the right. The Tab Adjustment is 2. Font size and style is 12 point Courier New.
Standard Letter Size - Indicate whether BOLD or Normal Print.
BOLD
NORMAL
A4 Page Size - Indicate whether BOLD or Normal print.
BOLD
NORMAL
Enter a number from 0 to 5 to indicate the amount of margin adjustment.
CLICK HERE to change the default printer and page length.
RETURN TO ANALYSIS

   The explanations for printer output are given in detail in *OUTPUT* in *Section 2* of this manual. The choices to be made are explained in this window.

   If a printer adjustment is to be made, then the last action should be the entering of the group name. When printer modifications are made, if something has been entered in the group-name panel, it will have been erased upon return to this window and will need to be re-entered.

By clicking the *CLICK HERE* button on the above window, the user is transferred to a second printer modification window, which is illustrated below.

5. If the user wants to use a different printer to that of the Windows default, click the *CLICK HERE* button and a maximum of 10 printer options on the user's computer will be listed. In the box at the bottom of the window, the *Printer Number* on the list that corresponds to the desired printer should be entered. For example, to use *Acrobat PDFWriter*, the number *3* is entered, followed by pressing the *ENTER key* on the keyboard.



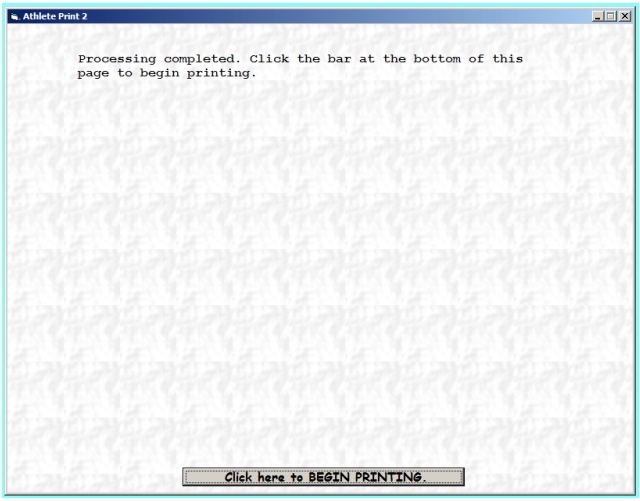
The second option of the right of this window is one that allows the number of lines printed on a page to be increased or decreased. The user will have to experiment with this setting to discover the most preferable setting.

To return to the main page, click the *RETURN TO PREVIOUS WINDOW BUTTON* in this window and then the similar button on the previous window.

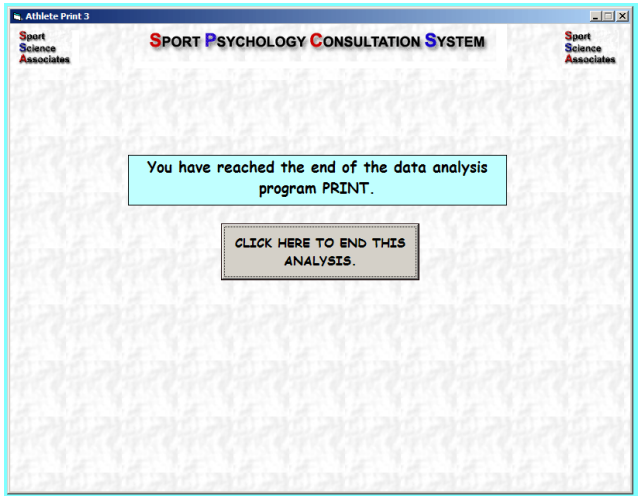
Any choices made here are transitory. They will only be active for the current execution of the *PRINT* program. Every time the *PRINT* program is activated, the default settings will be in place and will need to be changed if necessary.

Click *NEXT* on the original *PRINT PROGRAM* page.

6. Processing takes place immediately after the previous instruction is completed. When processing is finished, the message in the adjacent panel is displayed (part of it might be obscured in the file selection window was the last window activated). No printing occurs until the bar at the bottom of this window is clicked. This is the user's last chance to check the printer before printing. Click the *BEGIN PRINTING* bar.


Athlete Print 2
Processing completed. Click the bar at the bottom of this page to begin printing.
Click here to BEGIN PRINTING.

7. The window illustrated on the right is the final window for the *PRINT* program. Click the *CLICK HERE* button and the program will end and the window will disappear.


Athlete Print 3
Sport Science Associates
SPORT PSYCHOLOGY CONSULTATION SYSTEM
Sport Science Associates
You have reached the end of the data analysis program PRINT.
CLICK HERE TO END THIS ANALYSIS.

The *PRINT* programs for the other tests (*AMSSE*, *SIES*, *SSCS*, *GOALS*) produce printed output that duplicates the content of the *DISPLAY* programs but with more information per page than that which occurs in a monitor window. The steps for activating those programs are the same as those described above.

This completes the explanation of the *PRINT* programs.

SECTION 9

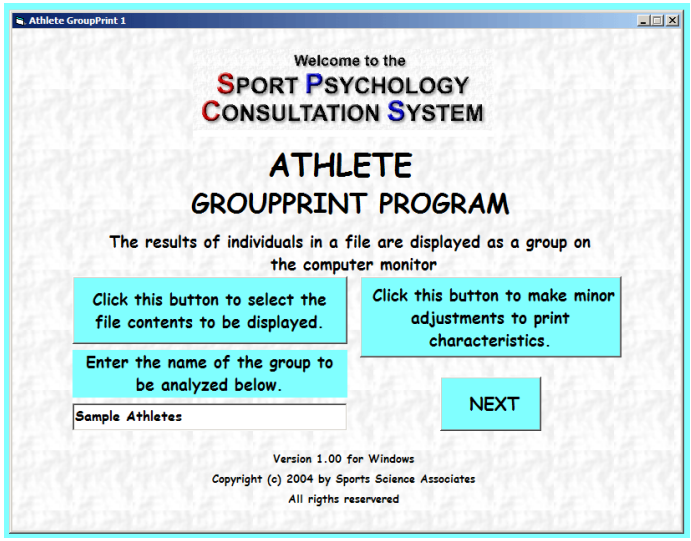
THE GROUPPRINT PROGRAM

The *GROUPPRINT* program produces a grouped-athlete analysis that is printed. Each analysis diagnostic is reported followed by a listing of all athletes for whom the diagnostic is appropriate. The steps for running a *GROUPPRINT* analysis are self-explanatory as directions are presented in each program window. Those windows are reproduced below. The *GROUPPRINT* program in the *ATHLETE* folder will be used for demonstration purposes. It is assumed that the *ATHLETE_GroupPrint.exe* program has been installed.

STEPS FOR USING THE *GROUPPRINT* PROGRAM

1. Click *ATHLETE_GroupPrint.exe* in the *ATHLETE_PROGRAMS* folder in the *ATHLETE* folder, to launch the program. The standard ***SPCS*** splash screen that signals the initiation of an ***SPCS*** program appears. Click the *START* button to proceed.

2. The first *GROUPPRINT* window announces the main test folder (*ATHLETE*) and the *GROUPPRINT PROGRAM*. The first task is to enter the name of the group of athletes being analyzed in the group-name panel. Here the name is "*Sample Athletes*". Next locate the file to be analyzed. Click on the button that starts the file selection procedure.


Athlete GroupPrint 1
Welcome to the
SPORT PSYCHOLOGY
CONSULTATION SYSTEM
ATHLETE
GROUPPRINT PROGRAM
The results of individuals in a file are displayed as a group on the computer monitor
Click this button to select the file contents to be displayed.
Click this button to make minor adjustments to print characteristics.
Enter the name of the group to be analyzed below.
Sample Athletes
NEXT
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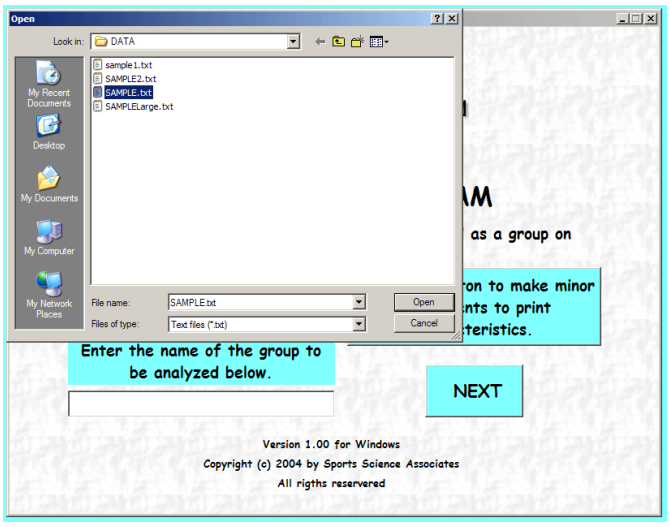
If a printer adjustment is to be made, then the last action should be the entering of the group name. When printer modifications are made, if something has been entered in the group-name panel, it will have been erased upon return to this window and will need to be re-entered.

3. Click on the *File Open* button and a standard Windows file navigation window will appear as is illustrated on the right.



   The next step governs the success or failure of the process.

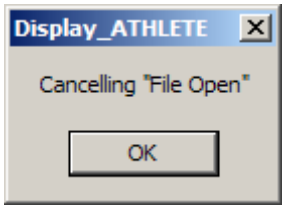
   NAVIGATE TO THE DATA FOLDER IN THE ATHLETE FOLDER.

   The *Look in* panel should contain the word *DATA*.

   Click on the file to be analyzed.

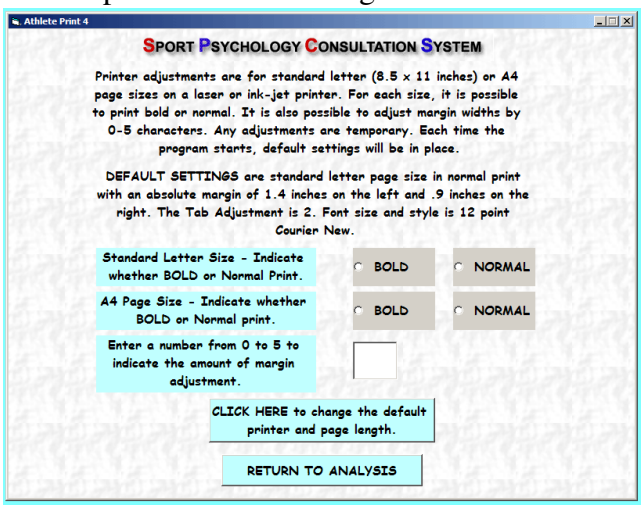
   Click the *Open* button and the small window closes automatically.

   Click the *NEXT* button in the original window to proceed to the next step.



   An error is made if the *NEXT* button is clicked before a file is selected. The adjacent message box might appear. Click *OK* and terminate the program. If the message box does not appear, then a Windows execution error panel occurs. Click the *End* option. Start the analysis again.

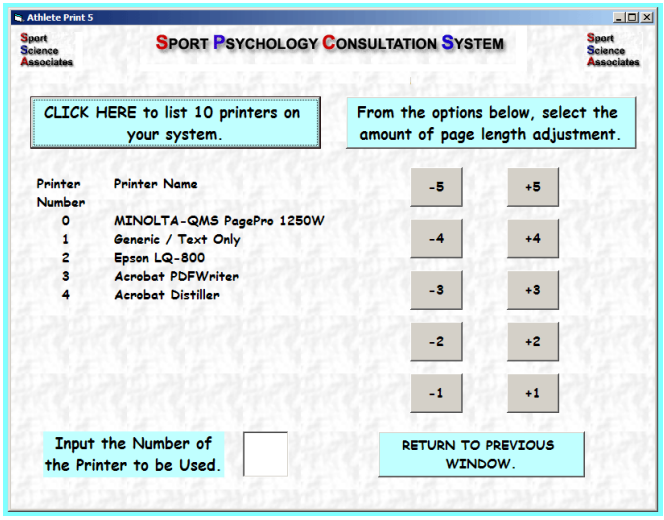
4. The *GROUPPRINT* program provides the opportunity to modify printer settings. If no modifications are elected, the Windows default printer and its settings will be used. However, it is possible to override the default settings and printer. By clicking on the left green button in the opening window, the first of two printer-adjustment windows appears.


Athlete Print 4
SPORT PSYCHOLOGY CONSULTATION SYSTEM
Printer adjustments are for standard letter (8.5 x 11 inches) or A4 page sizes on a laser or ink-jet printer. For each size, it is possible to print bold or normal. It is also possible to adjust margin widths by 0-5 characters. Any adjustments are temporary. Each time the program starts, default settings will be in place.
DEFAULT SETTINGS are standard letter page size in normal print with an absolute margin of 1.4 inches on the left and .9 inches on the right. The Tab Adjustment is 2. Font size and style is 12 point Courier New.
Standard Letter Size - Indicate whether BOLD or Normal Print.
BOLD
NORMAL
A4 Page Size - Indicate whether BOLD or Normal print.
BOLD
NORMAL
Enter a number from 0 to 5 to indicate the amount of margin adjustment.
CLICK HERE to change the default printer and page length.
RETURN TO ANALYSIS

   The explanations for printer output are given in detail in *OUTPUT* in *Section 2* of this manual. The choices to be made are explained in this window.

By clicking the *CLICK HERE* button on the above window, the user is transferred to a second printer modification window, which is illustrated below.

5. If the user wants to use a different printer to that of the Windows default, click the *CLICK HERE* button and a maximum of 10 printer options on the user's computer will be listed. In the box at the bottom of the window, the *Printer Number* on the list that corresponds to the desired printer should be entered. For example, to use *Acrobat PDFWriter*, the number *3* is entered, followed by pressing the *ENTER key* on the keyboard.



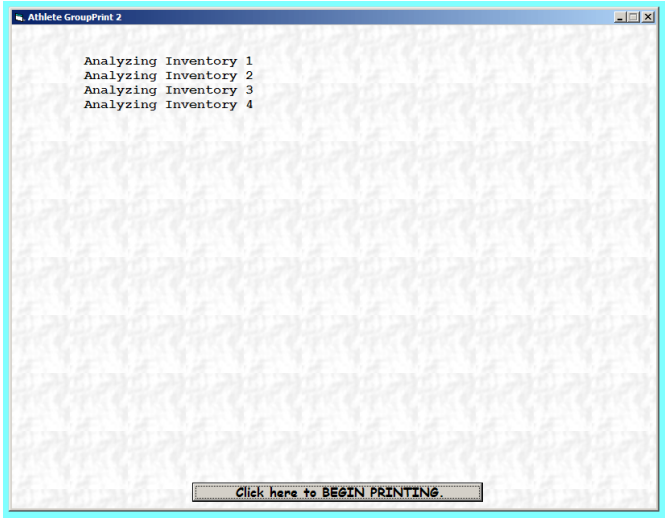
The second option of the right of this window is one that allows the number of lines printed on a page to be increased or decreased. The user will have to experiment with this setting to discover the most preferable setting.

To return to the main page, click the *RETURN TO PREVIOUS WINDOW BUTTON* in this window and then the similar button on the previous window.

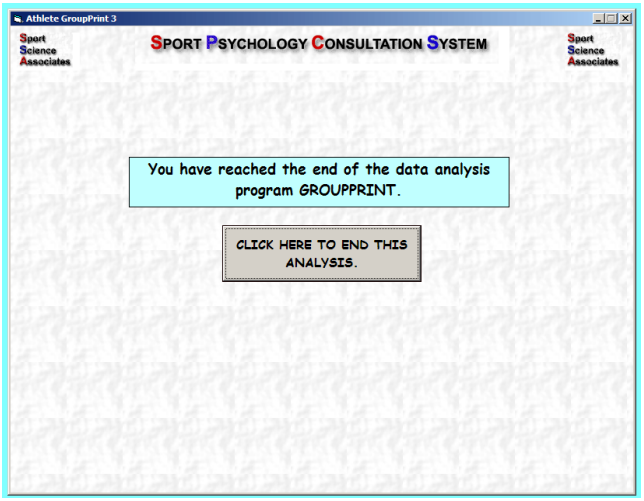
Any choices made here are transitory. They will only be active for the current execution of the *PRINT* program. Every time the *PRINT* program is activated, the default settings will be in place and will need to be changed if necessary.

Click *NEXT* on the original *PRINT PROGRAM* page.

6. Processing takes place immediately after the previous instruction is completed. When processing is finished, the messages in the adjacent panel are displayed (part of it might be obscured in the file selection window was the last window activated). No printing occurs until the bar at the bottom of this window is clicked. This is the user's last chance to check the printer before printing. Click the *BEGIN PRINTING* bar.



7. The window illustrated on the right is the final window for the *GROUPPRINT* program. Click the *CLICK HERE* button and the program will end and the window will disappear.


Athlete GroupPrint 3
Sport Science Associates
SPORT PSYCHOLOGY CONSULTATION SYSTEM
Sport Science Associates
You have reached the end of the data analysis program GROUPPRINT.
CLICK HERE TO END THIS ANALYSIS.

The *GROUPPRINT* programs for the other tests (*AMSSE*, *SIES*, *SSCS*, *GOALS*) produce printed output that duplicates the content of the *GROUPDISPLAY* programs but with more information per page than that which occurs in a monitor window. The steps for activating those programs are the same as those described above.

This completes the explanation of the *GROUPPRINT* programs.

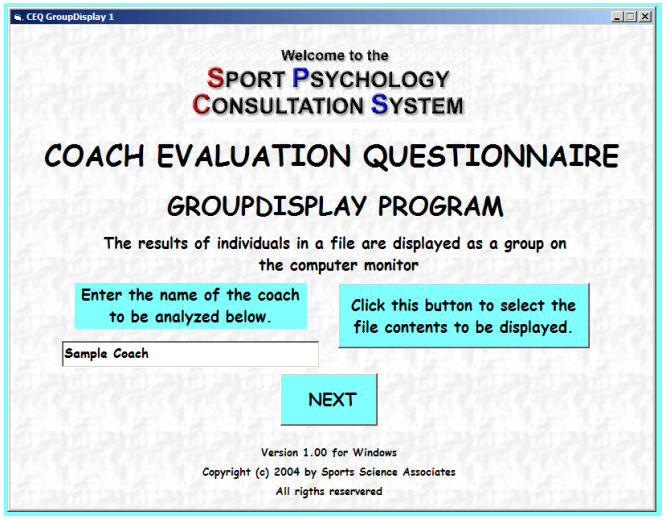
SECTION 10
THE CEQ PROGRAM

The *Coach Evaluation Questionnaire* is evaluated with two programs, *GROUPDISPLAY* and *GROUPPRINT*. The output is a report about a coach. Data entry is through the *INPUT* program. For both analyses, a coach's name or some identification is entered on the second window. The following are examples of what minor changes there are from the previously described conduct of *GROUPDISPLAY* and *GROUPPRINT*.

STEPS FOR USING THE *CEQ* PROGRAM

1. The *GROUPDISPLAY* window for the *CEQ* is standard. A coach's name or identification should be entered in the appropriate panel.

   When *GROUPPRINT* is run and a printer modification is made, entering the coach's name or identification should be done after the modification windows have been visited.


CEQ GroupDisplay 1
Welcome to the
SPORT PSYCHOLOGY
CONSULTATION SYSTEM
COACH EVALUATION QUESTIONNAIRE
GROUPDISPLAY PROGRAM
The results of individuals in a file are displayed as a group on the computer monitor
Enter the name of the coach to be analyzed below.
Click this button to select the file contents to be displayed.
Sample Coach
NEXT
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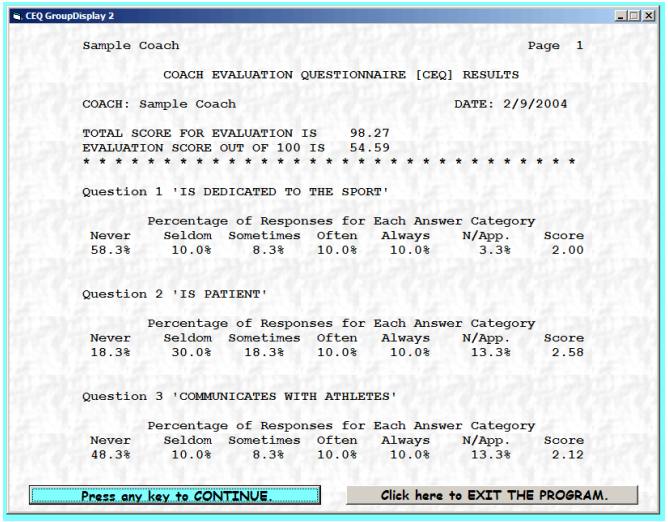
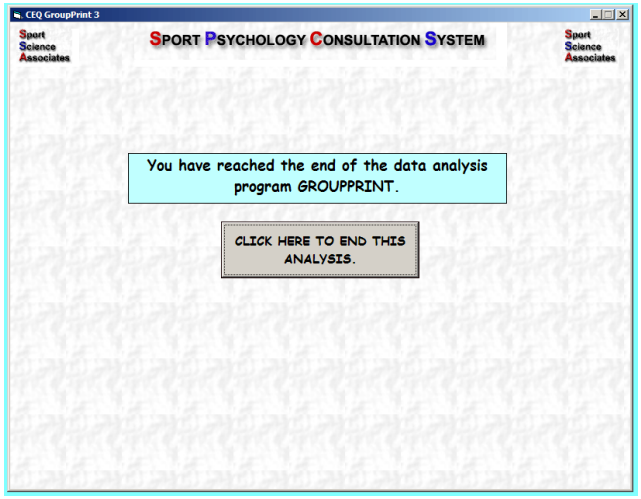
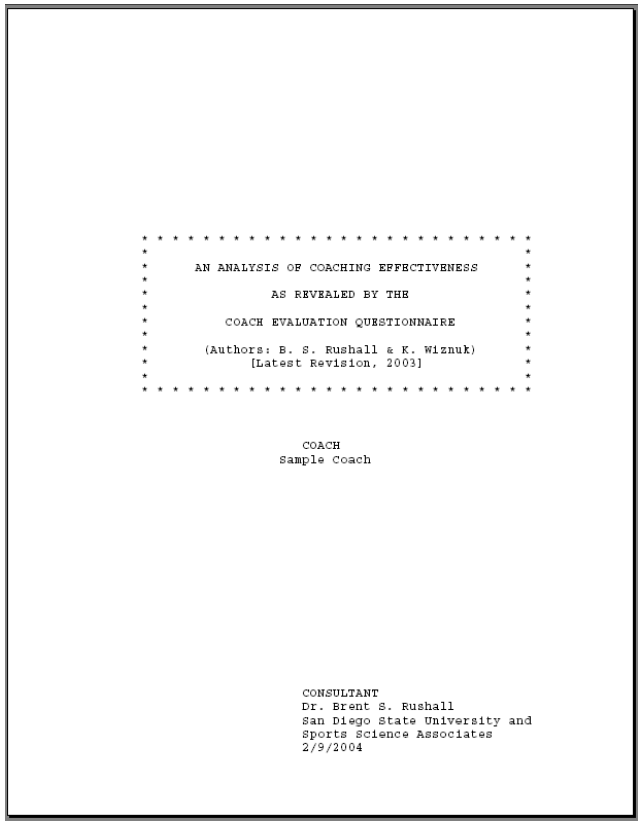
2. The illustration on the right is the third window of the *GROUPDISPLAY* program's execution. It shows the first meaningful page of results. Progressing and terminating the program is in the usual manner. Progression through the windows is effected by pressing any keyboard key. Termination occurs when the end of file marker is reached or the right bar is clicked.


CEQ GroupDisplay 2
Sample Coach Page 1
COACH EVALUATION QUESTIONNAIRE [CEQ] RESULTS
COACH: Sample Coach DATE: 2/9/2004
TOTAL SCORE FOR EVALUATION IS 98.27
EVALUATION SCORE OUT OF 100 IS 54.59
Question 1 'IS DEDICATED TO THE SPORT'
Percentage of Responses for Each Answer Category
Never Seldom Sometimes Often Always N/App. Score
58.3% 10.0% 8.3% 10.0% 10.0% 3.3% 2.00
Question 2 'IS PATIENT'
Percentage of Responses for Each Answer Category
Never Seldom Sometimes Often Always N/App. Score
18.3% 30.0% 18.3% 10.0% 10.0% 13.3% 2.58
Question 3 'COMMUNICATES WITH ATHLETES'
Percentage of Responses for Each Answer Category
Never Seldom Sometimes Often Always N/App. Score
48.3% 10.0% 8.3% 10.0% 10.0% 13.3% 2.12
Press any key to CONTINUE.
Click here to EXIT THE PROGRAM.

3. Clicking the *CLICK HERE* button ends program execution for both *GROUPDISPLAY* and *GROUP-PRINT*. The illustrated window to the right is the last window of *GROUP-DISPLAY* and is similar to that of *GROUPPRINT*.


CEQ GroupPrint 3
Sport Science Associates
SPORT PSYCHOLOGY CONSULTATION SYSTEM
Sport Science Associates
You have reached the end of the data analysis program GROUPPRINT.
CLICK HERE TO END THIS ANALYSIS.

4. The first page of a printed analysis is illustrated on the right.



AN ANALYSIS OF COACHING EFFECTIVENESS

AS REVEALED BY THE

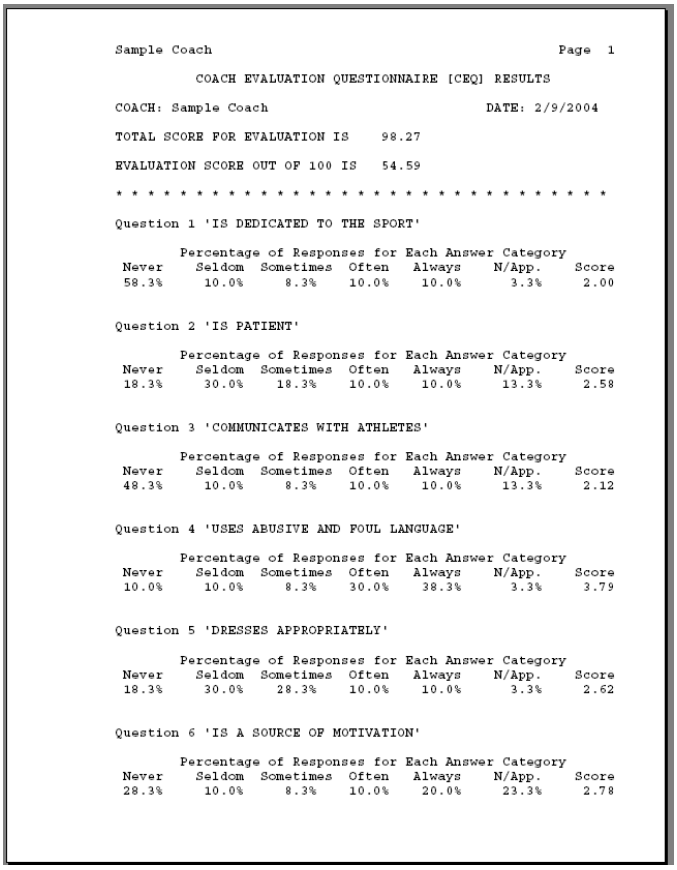
COACH EVALUATION QUESTIONNAIRE

(Authors: B. S. Rushall & K. Wiznuk)
[Latest Revision, 2003]

COACH
Sample Coach

CONSULTANT
Dr. Brent S. Rushall
San Diego State University and
Sports Science Associates
2/9/2004

5. The first meaningful page of *CEQ* results produced by the *GROUP-PRINT* program is illustrated on the right.



Sample Coach Page 1

COACH EVALUATION QUESTIONNAIRE [CEQ] RESULTS

COACH: Sample Coach DATE: 2/9/2004

TOTAL SCORE FOR EVALUATION IS 98.27

EVALUATION SCORE OUT OF 100 IS 54.59

* *

Question 1 'IS DEDICATED TO THE SPORT'

Percentage of Responses for Each Answer Category

Never	Seldom	Sometimes	Often	Always	N/App.	Score
58.3%	10.0%	8.3%	10.0%	10.0%	3.3%	2.00

Question 2 'IS PATIENT'

Percentage of Responses for Each Answer Category

Never	Seldom	Sometimes	Often	Always	N/App.	Score
18.3%	30.0%	18.3%	10.0%	10.0%	13.3%	2.58

Question 3 'COMMUNICATES WITH ATHLETES'

Percentage of Responses for Each Answer Category

Never	Seldom	Sometimes	Often	Always	N/App.	Score
48.3%	10.0%	8.3%	10.0%	10.0%	13.3%	2.12

Question 4 'USES ABUSIVE AND FOUL LANGUAGE'

Percentage of Responses for Each Answer Category

Never	Seldom	Sometimes	Often	Always	N/App.	Score
10.0%	10.0%	8.3%	30.0%	38.3%	3.3%	3.79

Question 5 'DRESSES APPROPRIATELY'

Percentage of Responses for Each Answer Category

Never	Seldom	Sometimes	Often	Always	N/App.	Score
18.3%	30.0%	28.3%	10.0%	10.0%	3.3%	2.62

Question 6 'IS A SOURCE OF MOTIVATION'

Percentage of Responses for Each Answer Category

Never	Seldom	Sometimes	Often	Always	N/App.	Score
28.3%	10.0%	8.3%	10.0%	20.0%	23.3%	2.78

The CEQ programs execute in a manner that is typical of the *GROUPDISPLAY* and *GROUP-PRINT* programs. Only the output structure is different to most of the other ***SPCS*** programs.

SECTION 11

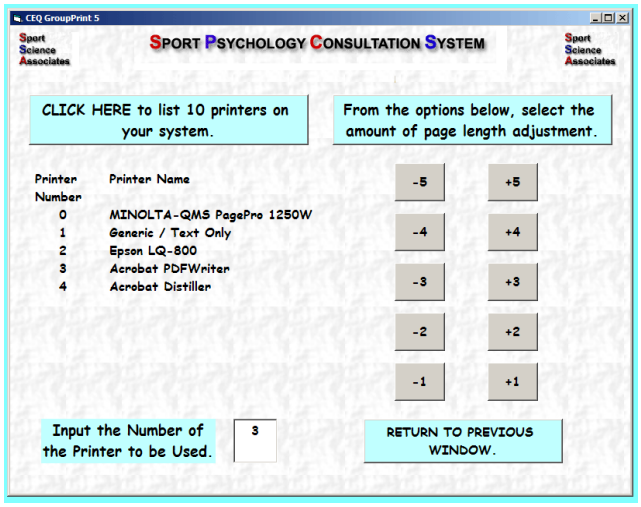
PRINT AND GROUPPRINT PROGRAM OUTPUT AS PDF FILES

When consulting with teams and athletes, it often is desirable to supply results as quickly as possible. In the past when distance has been involved, that has mainly been achieved through faxing. With the upgrade of the ***SPCS*** to being Windows compatible, electronic file transfer becomes a convenient alternative.

A major difficulty with producing output as a file is that the file needs to be compatible with any printer. When designing the ***SPCS,*** one idea was to produce only one form of output, it being *Adobe Acrobat* files. However, that had limitations. It was decided to produce a number of output forms and destinations to accommodate as many situations as possible.

The production of files for transfer to clients could take a number of forms. For this issue of ***SPCS*** it was decided to produce files in *.pdf* format. There are a number of PDF file-generating programs available. *Adobe Acrobat* is used as the standard. A user will have to purchase *Adobe Acrobat* and install in on the computer. The installation should include *Adobe PDFWriter*, which is a program that produces WYSIWYG files. Those files can be printed after viewing with *Acrobat Reader*, a free download from the Adobe website (*http://www.adobe.com/products/acrobat/readstep2.html*). Adobe also offers an on-line fee-for-service site for generating PDF files. If the user is going to produce a considerable number of results as PDF files to send as email attachments or by FTP protocols, then purchasing *Adobe Acrobat* is most likely the best solution. [It should be noted that in this manual the pictures of printed output are actually pictures of *Adobe PDFWriter* output.]

The steps to produce file output are simple when using *Adobe Acrobat*. Those steps are the same for *PRINT* and *GROUPPRINT* programs. In the following description it is assumed the user has *Adobe Acrobat* installed on the computer.



1. Initiate the program. Click the modify printer settings button on the first page. Proceed to the second page of printer options. That page is illustrated on the right.
2. Click the *CLICK HERE* button on the left to produce an inventory of 10 of the printers installed on the user's computer
3. Locate the number beside *Adobe PDFWriter* (*3*).
4. Enter the *PDFWriter* number (*3*) in the box at the bottom of the page.
5. It is possible that *PDFWriter* will produce a different number of lines per page than would the Windows default printer. It might be necessary to reduce the number of lines

by selecting a reduction or increase option on the left. The only way one can tell if this needs to be done is to produce the output and look for widow and orphan lines of print.

6. Windows proceeds with the selected printer and produces a window for the user to enter a file name. That file should be stored in the *DATA* folder along with the *INPUT* files.
7. The file can be viewed with *Adobe Reader* and treated in any manner that is accommodated by PDF files.

[Note: This writer has found it best to print to *PDFWriter* using bold print. That option should be selected from the first print modification page. The user should experiment with normal and bold print in the PDF format and select that which is preferable.]

PDF files are an easy and universal way to generate files that can be delivered electronically. There are other possibilities but those are left to the user and are not supported by Sports Science Associates.

OTHER PDF WRITERS

This section described only *Adobe PDFWriter* which comes with the standard and professional editions of *Adobe Acrobat 5* and later versions. It is the most expensive of the PDF writers. *PCMagazine* provided a comprehensive analysis of other PDF writers, all of which most probably will work just as well with *SPCS_1* as the Adobe Product. Users are encouraged to search the Internet for a PDF writer that will suit their needs and uses.

The URL of the *PCMagazine* article is:

http://www.pcmag.com/article2/0,4149,1190518,00.asp

Copy this address and paste it into the address bar of a browser. Then press *Enter*. If the article becomes obsolete and no longer is available, below is a list of products that perform PDF writing functions. Search the internet using the name supplied to obtain further information about the product.

- *BCL easyPDF*
- *eDocPrinter PDF Pro*
- *eXPert PDF Printer*
- *FinePrint pdfFactory PRO*
- *Jaws PDF Creator*
- *LeadTools ePrint*
- *1-Step RoboPDF*
- *pdf995*
- *pdfEdit995*
- *PDF-XChange*
- *PowerPDF*
- *602Pro Print Pack 2002*
- *Win2PDF Pro*

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